

# International Moms Group (IMG)

## Areas of Involvement

### **Administrative**

- Contact Buckeye Village Recreation Center to schedule meetings
- Name Tags – prepare for volunteers, moms and children
- Attendance – keep accurate records of who came to the meetings
- Quarterly Reports – what we've done; number attended etc.
- E-mails to moms to remind them of meetings. To volunteers with info as needed.
- Phone Calls – divide these up among those volunteers that would like to call moms and have them call before each meeting.
- Registration – Make sure that every mom attending has filled out a registration form
- Provide/find transportation if needed

### **Discussion Group Leader**

- Work with groups of 3-4 moms to facilitate a question/answer time from what was presented as the lesson for the day.
- Build relationships with the moms in order to be able to share Christ with them.
- Call a group of 3-4 moms each week to remind them of the meeting.

### **Teaching Leader(s)**

- Prepare and present English lesson; provide discussion leaders with any materials they will need.
- Prepare and present Bible Study; provide discussion leaders with any materials they will need.
- Keep discussion leaders informed about the lessons and materials.
- Obtain volunteers to become part of the IMG team

### **Hospitality**

- Set-up and clean-up of room.
- Purchase supplies as needed for refreshments (plates, cups etc.)
- Solicit other volunteers to help as needed.

### **Childcare Leader**

- Work to establish a network of volunteer helpers
- Keep your volunteers informed of any changes
- Set-up and clean-up; making sure that toys have been sanitized and put away.
- Preparing crafts, games, etc. for the older children

### **Snacks**

- Volunteers and moms are asked to contribute
- A group or individual could provide

### **Special Speakers**

- If you have a particular skill, let us know what that is and we can schedule you to come and speak to the moms.