



More Than Moms
Ministry Handbook
Revised July 2019

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Mission Statement

To encourage and equip moms of preschoolers through fellowship and faith to nurture, develop, and mature their complete identity: woman, wife, mom, and most importantly - child of the King. *During this season of life, we don't want to forget we are all More Than Moms!*

Steering Team

MTM Coordinator

Organize all Steering Committee meetings and MTM meetings. Ministry liaison to church leadership.

Assistant MTM Coordinator

Helps the MTM Coordinator with her duties and manages the finances and budget of our group.

M&M Coordinator

Leads a group of talented and special people who directly and indirectly affect the lives of each MTM mom and her children. She coordinates the placement and care of our children with their loving childcare workers.

Table Mom Coordinator

At our MTM meetings, Table Moms will bring perspective on mothering, womanhood, and relationships based on biblical principles and their own life experiences. Our Table Mom Coordinator coordinates with our Table Moms to better help you get the most out of our MTM meetings and make this year one that will be full of blessings and memories.

Registration Coordinator

Manages the registration process for our moms and kids attending M&M's and produces the directory.

Hospitality Coordinators

Lead the team that makes our meetings beautiful and enjoyable by setting up our brunch and supervising the clean-up following every meeting.

Crafts Coordinators

Organize the team that plans and supervises our craft time. They are responsible for all the wonderful things we make for ourselves, our children, and our homes.

Publicity Coordinator

Updates the MTM FB page, creates and projects the slideshow for each meeting, takes pictures at meetings and other events, and controls the sound board and other media for meetings.

Service Coordinator

Coordinates our service activities and manages our swap table at the meetings.

Events Coordinators

Plans and organizes all play dates, moms nights out, and our date night events. They also lead the icebreakers during meetings with our wonderful raffles.

General Information

What Happens in MTM Stays in MTM; basically, this is a safe place to talk with friends for guidance and support.

Times

9:00 Arrive and drop off your brunch item and children.

9:15 All brunch items should be dropped off

9:30 Meeting Begins (promptly)

11:45 Meeting Ends

Parking

We park in the parking lot at the back of the church. If you are bringing brunch items (or just a bunch of junk), please drop off your stuff, BEFORE you park, with one of our great hospitality team members. They will be located in the back parking lot near the entrance.

Attendance/Absence

If your child(ren) are unable to make a meeting, please call or email your Table Mom by the Wednesday before the meeting, for staffing requirements. If you or your child get sick or some other event comes up after that Wednesday, please still let your Table Mom know ASAP. Please also let your Table Mom know if you won't be at a meeting.

If you will not be at a MTM meeting, you are not permitted to bring your child to M&M's or send them with another MTM mom. You must be at the church if your child is going to be there during a MTM meeting.

Guest Policy

***Currently, we are unable to accommodate visitors or any additional members who require childcare due to limited space in M&M's. ***

- If your guest does NOT have children requiring our childcare during the meeting, please contact your Table Mom to ask if there is room for your friend.
- We will be unable to accommodate guests at the first and last meetings of each semester.
- In order to honor the financial commitment of our members and to allow as many visitors as possible, we have a strict policy of 1 visit per guest per year.

Meeting Etiquette

Our goal is to make each meeting similar to a mini mommy-retreat for everyone. To facilitate this goal, we have a few guidelines to discourage distractions.

- Please, keep all cell phones on silent/vibrate.
- Please, exit the room to answer or return any call.
- Please keep talking to a minimum during announcements and speakers so that all moms can hear.
- We welcome you to bring your newborn to our meetings and to feed them freely (nursing or bottle).
- If you need to leave the meeting to nurse, you are welcome to bring your child into the meeting to nurse or use the nursing room located in the preschool area next to the indoor playroom.
- At 12 weeks, please take your child to M&M's.
- For the health of our pregnant moms and small babies, please do not bring sick babies or children of ANY age into the studio.

Checks and Payments

Occasionally, you will want to pay for something via check. ALWAYS make checks payable to Katy's First Baptist Church. Unfortunately, if you pay for an event but are unable to attend, we are unable to issue refunds unless the event is cancelled by MTM. This is true of childcare expenses as well.

Meal Train Calendar

When one of our moms is in need of a little additional help during a pivotal time (birth of a child, hospitalization, loss of a loved one, etc), we like to show our love for her by preparing a meal for her family, helping with childcare, or running much needed errands. To coordinate this effort, we use the website www.mealtrain.com

The mom's Table Mom will set up the calendar per the mom's preferences. The Table Mom will then e-mail us the link needed to access the calendar. We can then go to the link and log in, or create a log in with the email you received the link with. Sign up for the days when we can provide assistance. Once set up, you can share the Meal Train with anyone the mom knows (family, friends, Sunday School class, etc.) By Forwarding the link or just adding email addresses to the Calendar.

If you know of a mom who might benefit from a Meal Train Calendar, please contact her Table Mom.

MTM Media

Our MTM group has our own website, Private Facebook Group, and a Remind text alert group. It is our hope that through these avenues you will be able to easily access any information you may need as well as keep in touch with the other moms from MTM.

Over the years we have found that group emails do not work well with everyone, so you can expect occasional e-mails from the Coordinator or Assistant Coordinator. Most contact will be directly from your Table Mom.

The Facebook Group is “Closed”, meaning it is only viewable by those who are members of the group, and only current MTM moms are in the group. The group is great for posting impromptu playdates/outings, selling stuff, posting pictures, asking questions, prayer requests, or just about anything! If you have a small business, feel free to post on the first Tuesday of the month. To join the group, please search for “More Than Moms at Katy’s First” on Facebook and request to join.

We also send text reminders through Remind. Please take a moment to join. To receive messages via text, text @mtmkfbc to 81010. You can opt- out of messages at anytime by replying, 'unsubscribe @mtmkfbc'. If you have trouble joining please text your Table Mom for further direction. Please note that standard text message rates apply.

Registration Policy

Each semester registration will open first to church members and current MTM moms. Following the final meeting of each semester, registration will be open to everyone. Please note, church members and regular attenders will be given priority in the event of a waiting list situation.

M&M's Information

CLASSES

Your child will be placed in an age-appropriate class. As a rule, children will remain in the same class for the whole year. On rare occasion, a need arises and we will move a child based on the best interest of that child. When you arrive, you will sign-in your child at their assigned classroom.

FOOD

- Please, do NOT bring any food that contains peanut products.
- Snacks should be finger-food style, and should not require a utensil or require heating.
- Please, LABEL all cups/bottles with your child's name.
- M&M's will provide a snack for your child in the toddler and older classes. The snack menu will be provided ahead of each meeting. If you would rather your child eat a different snack, please bring that with you to the meeting, with their name clearly labeled on the snack. Their snack will be served mid-morning.
- Please, make sure that your child has eaten breakfast before coming to M&M's. We have a specific lesson plan for each M&M's class day, and time only permits for serving their small, finger-food snack. (Exception: We will feed all babies their bottles and finger-food snacks. Unfortunately, we are not able to feed them anything requiring HEATING or SPOON-FEEDING.)

ILLNESS AND MEDICATION

To protect your child, other children, as well as pregnant moms, we do not allow sick children or infants upstairs; this means:

- NO GREEN RUNNY NOSES
- NO PERSISTENT COUGHING
- NO TEMPERATURE, VOMITING, OR DIARRHEA WITHIN THE LAST 24 HOURS
- NO RASHES, PINK EYE, OPEN SORES, ETC.

Teachers are NOT PERMITTED to give medication to any child. Should your child contract a childhood disease following an M&M's session, please your Table Mom, so that appropriate action can be taken.

FIRE ALARM PROTOCOL

Should the fire alarm sound your child(ren) will be escorted out of the building by his/her teacher as quickly as possible. If your child(ren) are not walking please come down to assist if possible.

THINGS TO BRING TO M&M's

Please provide an adequate supply of diapers, wipes, and an extra change of clothes for infants, toddlers, and older children. Infants and Toddlers should bring LABELED, premixed bottles (plastic only) or LABELED cups with lids.

All personal items (bottles, cups, diaper bags, pacifiers, jackets, etc.) should be LABELED with your child's name. You may bring a special "security" item if needed. PLEASE LEAVE OTHER TOYS AT HOME. Thank you!