



**More Than Moms**  
**Ministry Handbook**  
**Revised August 2024**

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## Mission Statement

To encourage and equip moms 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.

### 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

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 and Finance Coordinator

Manages the registration process for our moms and kids attending M&M's. Manages the finances and budget of our group.

### Hospitality Coordinator

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

Plans and organizes our meeting crafts and Craft Nights, with the help of a team under their leadership.

### Technology Coordinator

Updates the MTM FB page, creates and projects the slideshow for each meeting, and controls the sound board for meetings.

### Service Coordinator

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

### Events Coordinators

Plans and organizes all play dates, moms nights out, and our date night events.

## 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 children. Please do not arrive before 9am.

9:30 Meeting Begins (promptly)

11:45 Meeting Ends

### Parking

We park in the front parking lot and enter through the main doors (under the steeple) of the church.

### 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 old, 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 to the meetings.

### Payments

Occasionally, you will want to pay for a special event or extra crafts. 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 few meals for her family. The mom's Table Mom will set up the calendar per the mom's preferences. The Table Mom will then share the sign up link with her table and Steering.

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.

You can expect occasional e-mails from the 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 Monday of the month, ONLY under the "Marketing Monday" post. To join the group, please search for "More Than Moms at Katy's First" on Facebook and request to join.

### 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.

## *Childcare Information*

### GLASSES

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.

### ATTENDANCE

- Moms must inform Trish of any absence by 8:30am on meeting day. After the first unexcused absence (not telling Trish by 8:30am on meeting day), a gentle reminder will be sent from Steering. After the second unexcused absence, the child(ren) will lose their childcare spot for the remainder of the semester.
- Childcare spots may NOT be traded among moms. If one child is absent, that does not automatically open a spot for another child to take their place. If an unregistered child needs childcare, the mom may contact Trish to request a one time spot.
- You cannot send your child with your friend. You must be on campus yourself.

### 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. 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.

- 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 into childcare or meetings; 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.

### BEHAVIOR

In order to maintain a safe and friendly environment at MTM, children cannot harm themselves, others, or items. If your child does not follow these rules, we will ask that you find alternative childcare for them.

### 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 too young to walk, 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. Infants and Toddlers should bring LABELED, premixed bottles (plastic only) or LABELED cups with lids.

Homeschool aged children should bring a book to read or some schoolwork to work on.

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!