



LENEXA
BAPTIST
CHURCH

Better Moms Make A Better World



Mothers of Preschoolers

MOPS International exists to encourage, equip, and develop every mother of preschoolers to realize her potential as a woman, mother and leader in the name of Jesus Christ.



Welcome to MOPS at Lenexa Baptist Church.

We invite you to come relax as you make new friends and enjoy adult conversation and discussions with other moms. You'll hear guest speakers talk about issues related to being women and mothers of young children. You'll have the chance to create something new to take home during craft time.

MOPS is a ministry to mothers of preschoolers that has changed millions of lives. We are sure that it will change yours too. You will be challenged as a woman by the relationships you form, the conversations you have and the activities you try. You will be challenged as a mother as you learn new and practical skills in parenting.

We are happy to have you join us. We will strive to provide a caring environment where you can come and be yourself.

MOPS is about...
Celebrating motherhood
Meeting needs
Making connections
Experiencing God's love through relationships

CHURCH INFORMATION

Lenexa Baptist Church
15320 W. 87th Street Parkway
Lenexa, Kansas 66219
(913) 599-6447

Senior Pastor

Steve Dighton
steve@lenexabaptist.com

Children Pastor

Chris Williams
chris@lenexabaptist.com

Steering Team:

Coordinator - Sarah Hudnall	(913) 839-0252
Co-Coordinator - Angela Swift	(913) 897-8191
Lead Mentor - Lisa Conaway	(913)814-0730
Finance - Kate Williams	(913) 856-6342
Publicity - Autumn Beach	(913) 593-7535
Hospitality - Heather Tucker	(913) 745-5296
Amy Vance	(573) 489-1199
DGL Coordinator - Jana Grisier	(913) 961-5349
Creative Activities - Marci Dighton	(913) 422-0655
Care and Concern - Shelly Redmond	(913) 236-4179
Sherri Bales	(913) 422-0908

MOPPETS

Recruitment - Courtney Brown	(913) 962-4776
Jamie Reasons	(913) 208-9803
Attendance - Olivia Malone	(913) 406-0189
Curriculum - Lisa Marriott	(817) 262-9324
Hall Monitor - Beth McKenzie	(913) 248-0247

MEETING DATES

MOPS meetings will be held in the Koinonia Café on the 1st and 3rd Thursdays of each month from 9:00 a.m. to 11:00 a.m.

DATES:

September 17	January 7
October 1	January 21
October 15	February 4
November 5	February 18
November 19	March 4
December 3	April 1
December 17	April 15
	May 6

REFRESHMENTS

At each meeting a buffet-style brunch will be served. The discussion groups will take turns providing the food; beverages and paper goods will be provided.

CONFIDENTIALITY

MOPS meetings and discussion groups are places for mothers to share and confide in one another. Please be respectful of these confidences and keep them as such. As a guideline, never share a situation or prayer request unless it is requested by the person and she has given you permission to do so. Discussion group leaders may share information with the discussion group coordinator and mentor moms for the purposes of supervision and accountability.

MEMBERSHIP

Policies

- * A registration form should be completed and returned to the Coordinator, along with payment. Registration is not complete until payment is made in full per semester.
- * Registrations will be taken in the order in which payment is received.
- * Table assignments will be made when the registration process is completed.
- * Membership for 2009-2010 will be limited to 85 moms.

Fees

- * The cost to register for LBC MOPS is \$7 per meeting. This fee helps cover costs of childcare and craft & hospitality supplies.
- * MOPS International requires an annual registration fee of \$23.95 that entitles you to weekly emails, bimonthly MOMSense magazines and many other resources.
- * Fall semester total - \$72.95 (includes MOPS International registration)
- * Spring semester total - \$56
- * Checks should be made payable to Lenexa Baptist and given to the Finance Coordinator.
- * Finances should never be a prohibitive factor in a mom's attendance. If you are unable to pay, please contact the Finance Coordinator to fill out a scholarship form. This information will be kept confidential.

Attendance

With limited space available, attendance is vital.

- * After missing three meetings, the member will be asked to withdraw from MOPS (extenuating circumstances will be considered).
- * Dues paid for remaining meetings will be refunded.
- * MOPS International dues cannot be refunded.
- * Please always communicate with your table leader when you will be absent. If your child is sick, let your table leader know.

Visitors

- * If you would like to bring a friend, you **MUST** contact the Coordinator and MOPPETS Attendance Coordinator at least 72 hours in advance to see if there is space available for childcare.
- * If a visitor places her child in the MOPPETS program a \$2 fee will be charged.

SPEAKERS & NEWSLETTER

- * A monthly newsletter will be published by the Publicity Coordinator to be distributed at MOPS meetings.
- * It is the policy of LBC MOPS to not publish advertising, except from businesses that make donations to the program for giveaways.
- * There will be no speakers who are speaking as part of a direct-sales program.
- * All speakers will be approved by the overseeing pastor at Lenexa Baptist.

MOPPETS PROGRAM

MOPPETS is the childcare program for the children of MOPS moms. It exists to reach the children with the Gospel of Christ and to clearly teach biblical principles in a fun and loving atmosphere.

MOPPETS Caregivers

MOPPETS Recruitment Coordinator will coordinate caregivers in each classroom.

Caregiver Job Description (also see Position Responsibilities below):

- * Required to have a background check, to be provided by Lenexa Baptist Church.
- * Arrive 15 minutes before each MOPS meeting and stay until all children under their supervision have been picked up.
- * Follow age-appropriate curriculum provided by MOPPETS Curriculum Coordinator.

Crying

- * Crying is a normal part of a preschool child's MOPPETS experience, since separation from Mom can be difficult at this age.
- * If a child has been crying for longer than 10 minutes and is inconsolable, his/her number will appear on the screen in the Koinonia Café and/or the hall monitor will notify the mother. The caregivers will make every effort to comfort the child.

MOPPETS Check In

- * MOPPETS classrooms will open 5 minutes before the start of each meeting, giving the caregivers time to prepare for the morning.
- * In order to insure adequate supervision, each child should be registered at least 72 hours **before** the meeting through the MOPS Coordinator and MOPPETS Attendance Coordinator. (see visitor policy)
- * When checking child into room, place child's name sticker on child and sign in on security check sheet.
- * For infants, please fill out infant care sheet and give to caregiver. Each child will be assigned a number that will be displayed on screens above exit doors in Koinonia Café if Mom is needed.
- * Label all belongings with child's name.

MOPPETS Check Out

- * Children must be picked up by 11:15 a.m.
- * Each MOPS mom must sign out her own child on the security check-out sheet provided at check in.

MOPPETS Food and Drink

- * Snacks (Cheerios, Goldfish) will be provided for children ages 6 months and up.
- * You may bring a snack for your child if you wish or in case of allergies. Please label with your child's name to prevent mix-ups.
- * Any allergies should be noted on registration form.
- * Bottles will be given per mother's instructions.

Infants

- * Childcare is available for children 6 weeks and older.
- * Infants are allowed in meetings with their mothers up to 4 months of age. Exceptions can be made by MOPS Coordinator.
- * Please feel free to nurse your infant in the meeting if you are comfortable, or you may utilize the nursing mothers' room located directly upstairs.

Discipline Policy

- * If a child is causing harm to another child (i.e. biting, hitting) in the MOPPETS room he/she will immediately be removed from the room by the Hall Monitor and the mother will be notified.
- * Caregivers will...
 - Be consistent.
 - Let children know expectations and rules.
 - Not ignore problems.
 - Never use corporal punishment.
 - Try to redirect a child who is acting out.
 - Use time-out chair for severe behaviors (i.e. intentionally hurting another child).
 - Talk to the child about making good choices.
- * If a child is continually disruptive or injuring others, caregiver will send for the hall monitor. Caregiver should also include this information on Daily Report.

Illness

- * Your child should not be in the MOPPETS program with any of the following:
 - 1) fever within the past 24 hours
 - 2) yellow or green nasal discharge
 - 3) cough
 - 4) sore throat
 - 5) sneezing
 - 6) swollen glands
 - 7) skin rash
 - 8) vomiting
 - 9) diarrhea
 - 10) drainage from eyes or ears
- * Please do not bring your child if you know of exposure to any communicable disease.

Medication

- * MOPPETS caregivers are unable to administer any medications.
- * EpiPen will be administered in the event of an emergency only.

STEERING TEAM

Personal Characteristics of Steering Team Members

- * Demonstrates a personal relationship with Jesus Christ. Because many women in MOPS may not have committed their lives to Christ, she is in an excellent position to encourage others to make this decision.
- * Displays an accurate and thorough understanding of the MOPS vision, both as it applies to her group and as it reaches moms around the world.
- * Demonstrates an effective leadership style that is influential in nature, rather than authoritative. She can think strategically to identify expectations and guidelines.
- * Displays an ability to identify strengths in others and encourage women to develop their own talents.
- * Delegates well and enjoys having many women involved in projects.
- * Demonstrates warmth, friendliness and a desire to reach out to other mothers through her sensitivity and supportiveness.
- * Reflects sensitivity, realism, flexibility and humor.
- * Communicates effectively, both one-on-one and in front of a group.
- * Is a member of Lenexa Baptist; exceptions may be made by pastoral staff.
- * Can commit to a two-year term in her steering position.

General Responsibilities of Steering Team Members

- * Serve on the Steering Team and attend meetings.
- * Read the MOPS Handbook and Position Handbook and understand the vision of MOPS and her relationship to the MOPS group.
- * Complete Faith Position Statement and submit to Coordinator before beginning of MOPS year.
- * Assist with setting up before meetings and cleaning up after meetings in whatever capacity is needed.
- * Attend training meetings/retreats.
- * Pray regularly for MOPS moms and fellow steering team members.
- * Disciple her team members and encourage each woman to grow in her relationship to Christ.

Position Responsibilities

Coordinator

- * Encourage other members of Steering in their responsibilities, delegating appropriately, and assisting as needed.
- * Set the tone for the MOPS meetings, often by welcoming moms, sharing announcements, and handling other organizational needs.
- * Disciple the Steering Team, encouraging each member to grow in her relationship with Christ.
- * Lead Steering meetings, preparing an agenda that encourages the contribution of every Steering Team member.
- * Identify training needs for Steering Team members and finds opportunities to meet these needs.
- * Serve as liaison between MOPS International, the Lenexa Baptist Church and the MOPS group.
- * Arrange speakers for each meeting, relevant to mothers of preschoolers. Speakers should present from a Biblical worldview and with principles consistent with Scripture.
- * Send thank-you cards to speakers.

Co-Coordinator

- * Take care of sign-up sheets for Steering Team and send email reminders.
- * Assist coordinator with MOPS meetings and Steering Team meetings.
- * Organize fundraisers (i.e. Date Night, etc.).

Lead Mentor

- * Encourage the Steering Team and disciple them, equipping each member to grow in her relationship with Christ and with other team members.
- * Assume some teaching responsibilities. Sharing from her own experiences and insights, she teaches mothers, seeking to meet the needs of MOPS mothers.
- * Ensures, along with the Coordinator, that the Gospel is presented in at least two MOPS meetings each year.
- * Helps select outside speakers.
- * Circulates at MOPS meetings, mentoring the moms one-on-one.
- * Attends all Steering meetings as an advisor.

Creative Activities Coordinator

- * Organize materials, instructions, demonstrators, and samples of each Creative Activity before the MOPS meeting.
- * Plan within the time and budget limits of her group, and understand the needed skills for each activity.
- * Recognize women who enjoy Creative Activities and provide opportunities for their growth.
- * Teach skills and activities effectively, inspiring MOPS women to develop their skills in creative projects and encouraging women who do not feel particularly successful in this area.
- * Arrange for guest demonstrators and experts to visit MOPS to share various life skills or other activities.
- * Work with Care and Concern Coordinator to organize shoebox donations for Operation Christmas Child in November.

Care and Concern Coordinator

- * Prepare gifts for expecting moms and new babies and distribute them during opening time of each meeting.
- * Send cards to moms who lose loved ones throughout the year and follow up with meals from their tables if a close family member passes away.
- * Delegate, plan and implement community outreach through donations, service, etc.
- * Provide moms with opportunities to engage in service projects that help other moms and families in their group, in their community and around the world.
- * Creatively publicize service projects.
- * Communicate with MOPS leaders, MOPS group, community organizers and Lenexa Baptist Church about service projects in which the MOPS group will be participating.
- * Work with Creative Activities Coordinator to organize shoebox donations for Operation Christmas Child in November.

Finance Coordinator

- * Suggest a budget for the MOPS ministry based on known costs, anticipated expenditures and expected income. (Adoption of the budget is by the entire Steering Team)
- * Serve as a financial liaison with Lenexa Baptist Church.
- * Report monthly to the Steering Team on the financial status of the MOPS group, identifying shortages and surplus as appropriate.
- * Establish a registration procedure for women joining MOPS.
- * Show sensitivity to the financial needs of each MOPS woman, warmly setting a tone of welcome.
- * Accept and approve scholarship requests with the assistance of the overseeing pastor.
- * Meet all financial obligations to MOPS International, including Charter Renewal and MOPS International Membership registrations, agreed to in the Charter Agreement.

Hospitality Coordinator

- * Focus on the needs of women and arrange the atmosphere of MOPS.
- * Choose and implement decorations.
- * Work with Discussion Group Leader Coordinator to organize food for each meeting, which will be provided by Discussion Groups.
- * Set up beverages (i.e. coffee, juice, tea) for each meeting.
- * Assure there are enough plates, napkins, utensils, etc., for each meeting.
- * Organize and delegate set up and clean up for each meeting.
- * Delegate or plan and implement special events, both at MOPS meetings and outside of MOPS (i.e. MOPS & Pops dinner).
- * Assure a warm welcome for every woman who comes to MOPS.

Publicity Coordinator

- * Creatively publicize MOPS meetings and special events in the community through a variety of tools.
- * Facilitate communication among MOPS moms through newsletters and other areas of communication.
- * Design, develop and publish monthly MOPS newsletter.
- * Develop relationships with local businesses and MOPS moms' businesses to secure door prize donations for each meeting.
- * Distribute newsletter.
- * Facilitate door prize drawings and publicize businesses that donated.

Discussion Group Leader Coordinator

- * Work with MOPS Coordinator and Co-Coordinator to assign members to discussion groups.
- * Maintain records of tables and MOPS members.
- * Assign new MOPS members to tables as needed.
- * Coordinate the Discussion Group Leaders and be an example and encouragement to them.
- * Lead Discussion Group Team meeting and training to meet needs of the Discussion Group Leaders.
- * Promote confidentiality and sensitivity within the individual groups.
- * Work with MOPS Coordinator to create discussion questions.
- * May substitute for Discussion Group Leaders who are absent.
- * Maintain regular contact with Discussion Group Leaders to update and inform them about upcoming meetings.
- * Distribute attendance forms to each table for Discussion Group Leader to complete. Collect forms at close of meeting.
- * Develop and implement ideas for icebreaker activities during meetings.

MOPPETS Hall Monitor

- * Prepare MOPPETS check-in table with childcare check sheets and pens.
- * Get updated MOPPETS list from Attendance Coordinator to reference for changes in MOPPETS rooms or for new MOPS moms.
- * Greet MOPS attendees and assist MOPS moms with carrying items and getting children to childcare rooms.
- * Greet MOPPETS workers and thank them for serving.
- * Monitor each room during meetings by walking halls and asking workers how you can help.
- * Use childcare alert system in Koinonia Café if a mother is needed. If mother does not arrive within 5 minutes, go to Café to get her.
- * Help where needed in rooms. This may include pushing children in quad stroller, walking around with child, feeding child, etc.
- * If workers need to leave early, work in childcare room until all children are picked up.
- * Upon close of meeting, assist in cleaning up rooms: wipe toys, take used sheets off crib mattresses, empty trash, place tied bags of washables and trash in hallway, put MOPPETS tubs in hallway and any other tasks to assist with MOPPETS clean-up.

MOPPETS Curriculum Coordinator

- * Stay within budget provided by Finance Coordinator.
- * Prepare age-appropriate lessons and activities for each meeting for children ages 2 and up. Planning should include lesson, coloring sheet, craft and snack.
- * Prepare schedule for each classroom that includes what time they will go to the gym, music, etc.
- * Stock classroom bins before MOPS year starts with all necessary items (i.e. glue, scissors, markers, crayons, Pull-Ups/diapers). Include a list of staple items in bins and keep them stocked throughout the year.
- * Make copies of lesson for each class. MOPPETS Attendance Coordinator will provide class rosters.
- * Deliver bins to classrooms before each MOPS meeting.
- * Upon close of meeting, pick up bins and return them to the storage closet.

MOPPETS Attendance Coordinator

- * Enter all registration forms into database.
- * Divide children into classrooms by age and child-caregiver ratio.
- * Submit class roster reports to MOPPETS Recruitment, Hall Monitors and Curriculum Coordinator.
- * Provide each classroom with printed nametags, classroom roster and security check-in/out form.
- * Assign number to each child, which will be used to alert mother in case she is needed during a MOPS meeting.

MOPPETS Recruitment Coordinator

- * Recruit, train and encourage MOPPETS caregivers.
- * Act as liaison between caregivers and MOPS Steering Team.
- * Communicate program policies to caregivers and MOPS moms.
- * Collaborate with Attendance Coordinator to assign caregivers to rooms, maintaining appropriate child-caregiver ratio.
- * Insure all rooms are staffed appropriately.
- * Distribute Caregiver Daily Report forms to each classroom prior to each meeting, and collect forms following each meeting.

Non-Steering Position Responsibilities

Mentor

- * Encourage her assigned Discussion Group Leader and table members and disciple them, equipping each member to grow in relationship with Christ and with each other.
- * Greet MOPS moms at the door and assist them as needed.
- * Help provide spiritual guidance to MOPS moms if needed.
- * Attend all meetings as an adviser to her assigned Discussion Group.
- * Bring food for MOPPETS Caregivers when her Discussion Group is assigned to bring food for MOPS meetings.
- * Assist Discussion Group Leader in guiding discussion as needed.
- * Pray for each member of her Discussion Group.

Discussion Group Leader

- * Coordinate her assigned Discussion Group and be an example and encouragement to the members of her Discussion Group.
- * Lead discussion with her Discussion Group during MOPS meetings.
- * Take attendance for her Discussion Group at each MOPS meeting and submit to Discussion Group Leader Coordinator.
- * Promote confidentiality and sensitivity within her Discussion Group, recognizing the need to refer to a more experienced person for counseling when appropriate.
- * Act as liaison between the ladies in her Discussion Group and the Discussion Group Leader Coordinator.
- * Disciple her Discussion Group and encourage each member to grow in her relationship with Christ.
- * Organize get-togethers for her Discussion Group outside of MOPS meetings. These may include play dates, girls' nights out, lunch after meetings, etc.
- * Communicate with assigned Discussion Group regarding meetings and any other information passed on by the Discussion Group Leader Coordinator.

MOPPETS Caregiver

- * Complete background check, provided by Lenexa Baptist Church.
- * Arrive 15 minutes prior to each MOPS meeting and stay until all children under their supervision have been picked up.
- * Follow age-appropriate curriculum provided by MOPPETS Curriculum Coordinator.
- * Make every effort to check all diapers and change dirty diapers and very soggy diapers. Use new changing table paper for each baby and sanitize hands when finished.
- * Following each meeting, collect all trash and place trash bag outside room.
- * Wipe toys with disinfectant.
- * Complete MOPPETS Daily Report after all children have left and leave form in classroom for Recruitment Coordinator.