



lenexa baptist church

renew *for moms*

The purpose of Renew for Moms is to offer mothers of young children a time of renewal and authentic connection with other mothers, while encouraging them as women, equipping them to parent and sharing the love of Jesus Christ.





Welcome to Renew for Moms 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.

Renew for Moms is a ministry to mothers of preschoolers that is striving to meet the needs of moms from every walk of life. 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.

Renew for Moms 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's Pastor

Chris Williams
chris@lenexabaptist.com

Steering Team:

Coordinator - Sarah Hudnall	(913) 839-0252
Co-Coordinator – Lisa Marriott	(913) 710-0066
Lead Mentor - Lisa Conaway	(913) 814-0730
Finance – April Okken	(913) 481-1767
Publicity – Carla Smith	(913) 254-9702
Hospitality – Amy Vance	(573) 489-1199
DGL Coordinator – Christina Martin	(913) 586-5134
Creative Activities – Laura Nadeau	(913) 839-2240
Care and Concern – Lizz Thidemann	(913) 499-8837
Fundraising/Events – Karyn Hatch	(913) 232-8971

Renew for Kids

Recruitment – Julie Stewart	(913) 268-6133
Attendance – Adrienne Houdek	(913) 481-5289
Curriculum – Carry Suchy	(816) 808-2002

MEETING DATES

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

DATES:

September 16, 2010	January 20, 2011
October 7, 2010	February 3, 2011
October 21, 2010	February 17, 2011
November 4, 2010	March 3, 2011
November 18, 2010	April 7, 2011
December 2, 2010	April 21, 2011
December 16, 2010	May 5, 2011

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

Renew for Moms 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.

Fees

- * The cost to register for LBC Renew for Moms is \$45 per semester. This fee helps cover costs of childcare and craft & hospitality supplies.
- * Checks should be made payable to Lenexa Baptist and given to the Finance Coordinator. Please write "Renew" in the memo line of your check.
- * 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 Renew for Moms (extenuating circumstances will be considered).
- * 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 Co-Coordinator at least 72 hours in advance to see if there is space available for childcare.
- * If a visitor places her child in the Renew for Kids program a \$2 fee will be charged.

SPEAKERS & NEWSLETTER

- * A monthly newsletter will be published by the Publicity Coordinator to be distributed at Renew for Moms meetings.
- * It is the policy of LBC Renew for Moms 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.

RENEW FOR KIDS PROGRAM

Renew for Kids is the childcare program for the children of Renew for Moms mothers. It exists to reach the children with the Gospel of Christ and to clearly teach biblical principles in a fun and loving atmosphere.

Renew for Kids Caregivers

Renew for Kids 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 Renew for Moms meeting and stay until all children under their supervision have been picked up.
- * Follow age-appropriate curriculum provided by Curriculum Coordinator.

Crying

- * Crying can be a normal part of a preschool child's Renew for Kids experience since separation from Mom can be difficult at this age.
- * The caregivers will make every effort to comfort the child.
- * 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 Hall and/or the Hall Monitor will notify the mother.

Renew for Kids Check In

- * Renew for Kids 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 Renew for Moms Coordinator and Renew for Kids 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 the Koinonia Hall if Mom is needed.
- * Label all belongings with child's name.

Renew for Kids Check Out

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

Renew for Kids 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 Renew for Moms Coordinator.
- * Please feel free to nurse your infant in the meeting 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 Renew for Kids 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 Renew for Kids program with any of the following:

- | | |
|------------------------------------|--------------------------------|
| 1) fever within the past 24 hours | 6) swollen glands |
| 2) yellow or green nasal discharge | 7) skin rash |
| 3) cough | 8) vomiting |
| 4) sore throat | 9) diarrhea |
| 5) sneezing | 10) drainage from eyes or ears |

* Please do not bring your child if you know of exposure to any communicable disease.

Medication

* Renew for Kids 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 Renew for Moms 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 Renew for Moms vision.
- * 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 Renew for Moms Handbook and Position description and understand the vision of Renew for Moms and her relationship to the Renew for Moms group.
- * Complete Renew for Moms Volunteer Application, LBC Truths We Hold Dear and Sunday School Teacher Covenant and submit to Coordinator before beginning of Renew for Moms year.
- * Assist with setting up before meetings and cleaning up after meetings in whatever capacity is needed.
- * Attend training meetings/retreats.
- * Pray regularly for Renew for Moms members 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 Renew for Moms meetings, often by arranging for appropriate speakers, 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 find opportunities to meet these needs.
- * Serve as liaison between Lenexa Baptist Church and the Renew for Moms Steering Team and 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

- * Assist coordinator with Renew for Moms meetings, Steering Team meetings and Retreats/Training.
- * Serve as Coordinator of Renew for Kids Steering Team.
- * Inform Renew for Kids Steering members of visiting children.

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.
- * Helps select outside speakers.
- * Circulates at Renew for Moms meetings, mentoring the members one-on-one.
- * Attends all Steering meetings as an advisor.

Creative Activities Coordinator

- * Organize materials, instructions, demonstrators, and samples of each Creative Activity before each Renew for Moms meeting.
- * Plan within the time and budget limits of the 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 Renew for Moms 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 Renew for Moms 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.
- * Ensure that discussion groups provide meals for moms who need them.
- * 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 Renew for Moms leaders, Renew for Moms group, community organizers and Lenexa Baptist Church about service projects in which the 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 Renew for Moms ministry based on known costs, anticipated expenditures and expected income.
- * Serve as a financial liaison with Lenexa Baptist Church.
- * Report monthly to the Steering Team on the financial status of the Renew for Moms group, identifying shortages and surplus as appropriate.
- * Establish a registration procedure for women joining Renew for Moms.

- * Show sensitivity to the financial needs of each Renew for Moms woman, warmly setting a tone of welcome.
- * Accept and approve scholarship requests with the assistance of the overseeing pastor.

Hospitality Coordinator

- * Focus on the needs of women and arrange the atmosphere of Renew for Moms.
- * 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 Renew for Moms meetings and outside of Renew for Moms.
- * Assure a warm welcome for every woman who comes to Renew for Moms.

Publicity Coordinator

- * Creatively publicize Renew for Moms meetings and special events in the community through a variety of tools.
- * Facilitate communication among Renew for Moms members through newsletters and other areas of communication.
- * Design, develop and publish monthly Renew for Moms newsletter.
- * Distribute newsletter.
- * Facilitate door prize drawings and publicize businesses that donated.

Discussion Group Leader Coordinator

- * Work with Renew for Moms Coordinator and Co-Coordinator to assign members to discussion groups.
- * Maintain records of tables and Renew for Moms members.
- * Assign new Renew for Moms 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 Renew for Moms 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.

Renew for Kids 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 times for the gym, music, etc.
- * Stock classroom bins before Renew for Moms 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.
- * Deliver supplies to classrooms before each Renew for Moms meeting.
- * Upon close of meeting, pick up bins and return them to the storage closet.

Renew for Kids Attendance Coordinator

- * Enter all registration forms into database.
- * Divide children into classrooms by age and child-caregiver ratio.
- * Submit class roster reports to Renew for Kids Recruitment Coordinator, 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 Renew for Moms meeting.
- * Assist Hall Monitor with checking in children, assuring mothers are warmly welcomed and reassured.

Renew for Kids Recruitment Coordinator

- * Recruit, train and encourage Renew for Kids caregivers.
- * Act as liaison between caregivers and Renew for Moms Steering Team.
- * Communicate program policies to caregivers and Renew for Moms mothers.
- * Collaborate with Attendance Coordinator to assign caregivers to rooms.
- * Insure all rooms are staffed appropriately during each meeting.
- * Distribute Caregiver Daily Report forms to each classroom prior to each meeting, and collect forms following each meeting.
- * Submit timesheets to Robin Wittenburg after each meeting and insure that all caregivers have been paid.

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 Renew for Moms mothers at the door and assist them as needed.
- * Help provide spiritual guidance to Renew for Moms members if needed.
- * Attend all meetings as an adviser to her assigned Discussion Group.
- * Bring food for Renew for Kids Caregivers when her Discussion Group is assigned to bring food for Renew for Moms 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 Renew for Moms meetings.
- * Take attendance for her Discussion Group at each Renew for Moms 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 activities for her Discussion Group outside of Renew for Moms 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.

Renew for Kids Hall Monitor

- * Prepare Renew for Kids check-in table with childcare check sheets and pens.
- * Get updated Renew for Kids list from Attendance Coordinator to reference for changes in room assignments or for new members.
- * Greet Renew for Moms attendees and assist Renew for Moms mothers with carrying items and getting children to childcare rooms.
- * Greet Renew for Kids caregivers 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 Hall if a mother is needed. If mother does not arrive within 5 minutes, go to Hall to get her.
- * Help where needed in rooms. This may include pushing children in 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 Renew for Kids tubs in hallway and any other tasks to assist with clean-up.

Renew for Kids Caregiver

- * Complete background check, provided by Lenexa Baptist Church.
- * Arrive 15 minutes prior to each Renew for Moms meeting and stay until all children under their supervision have been picked up.
- * Follow age-appropriate curriculum provided by Renew for Kids Curriculum Coordinator.
- * Make every effort to check all diapers and change dirty 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 Renew for Kids Daily Report after all children have left and leave form in classroom for Recruitment Coordinator.
- * Communicate with Renew for Kids Recruitment Coordinator about any problems, questions or suggestions or if unable to be at a scheduled meeting.