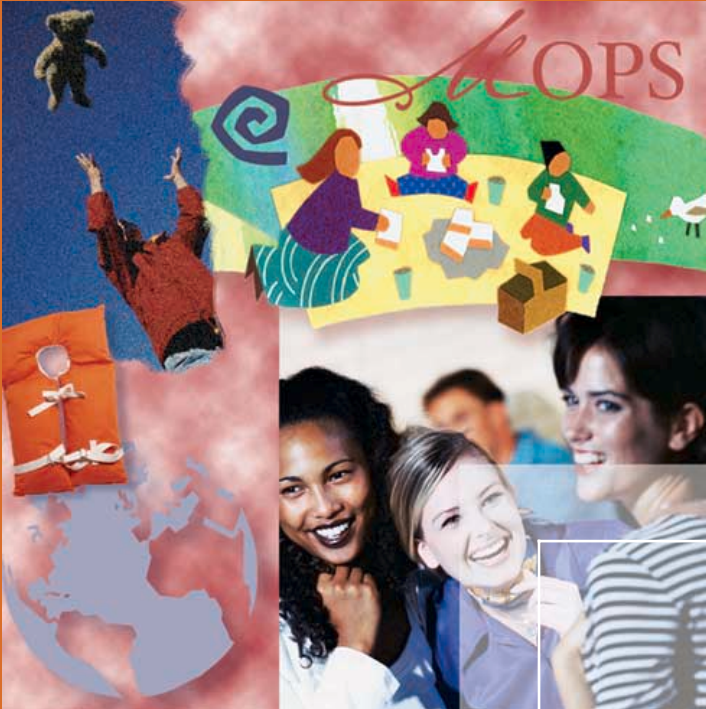


MOTHERS OF  
**MOPS**  
PRESCHOOLERS



MOPS INTERNATIONAL  
*...because mothering matters*

.....*Hospitality*




## The Purpose of Hospitality




Mothers of preschoolers are often used to putting the needs of their children before their own, and rarely take the time to nurture themselves. The Hospitality Team sets the tone and offers a pleasant and sustaining environment where the felt needs of a mother are met.

The overall goal of MOPS Hospitality is to create a warm, safe, comfortable, and inviting place where a woman can feel accepted among friends by:

- ② Creating an atmosphere of welcome as women arrive. Make each woman feel glad she came to MOPS.
  - ② Serving food at MOPS meetings, helping women feel nurtured, facilitating interaction, and providing time to relax.
  - ② Reaching out between MOPS meetings to women and their families, showing that MOPS genuinely cares about moms, not just about their MOPS attendance. This builds deeper relationships, providing more opportunities for sharing the truth of Jesus through lifestyle evangelism.
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Simplicity is key. Hospitality doesn't have to be expensive or elaborate to be effective. The goal is to communicate to each woman, "You are special and we care about you."



Above all, love each other deeply.... Offer hospitality to one another. Each one should use whatever gift he has received to serve others, faithfully administering God's grace in its various forms.




1 Peter 4:8-10








# Hospitality Team Leader Job Description

## Personal Characteristics:

- ☉ Demonstrates a personal relationship with Jesus Christ. Because members of her team may not have committed their lives to Christ, she is in an excellent position to encourage each member to make this decision.
  - ☉ Reflects a warm and friendly personality and demonstrates a caring attitude toward each mother she encounters.
  - ☉ Displays a sense of calmness, which is reflected in a smooth, flexible, organized manner.
  - ☉ Possesses a special God-given creative ability that can be an encouragement to others and bring a creative atmosphere to MOPS activities. She can make an atmosphere appealing.
  - ☉ Delegates well and enjoys having many women involved in the completion of her team's responsibilities.
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### Position Responsibilities:

- ☉ Focuses on the needs of women and arranges the atmosphere of MOPS.
  - ☉ Organizes the refreshments at each MOPS meeting, delegating responsibilities to team members and MOPS moms as needed.
  - ☉ Assures a warm welcome for every woman who comes to MOPS.
  - ☉ Delegates or plans and implements special events, both at MOPS meetings and outside of MOPS.
  - ☉ Reaches out to mothers beyond MOPS, organizing help for families and the community.
  - ☉ Serves on the Steering Team and attends meetings.
  - ☉ Reads the *MOPS Handbook* and *Hospitality Handbook* and understands the vision of MOPS and her relationship to the MOPS group.
  - ☉ Disciples her team members and encourages each woman to grow in her relationship to Christ.
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## The Hospitality Team

Hospitality is an important part of the MOPS ministry and is best carried out through a team of dedicated, caring women who help with hospitality responsibilities during MOPS meetings and through outside activities and projects. Being part of a team also provides an opportunity for women who enjoy reaching out to get involved and develop their talents.

The organization and responsibilities of women on your team will vary according to your needs and group size, but here are some general suggestions:

- ② **Meet regularly.** Build relationships with one another to share ideas, plan, and work on projects. This will provide you with an opportunity to reach out to non-Christian women on your team, to build friendships based on common interests, and to challenge each team member.
- ② **Plan ahead.** As soon as you know the MOPS International annual theme and your group's teaching topics for the year, brainstorm together possible themes and ways to carry them out. This will help you to prepare financially and will organize and delegate the necessary work.



🕒 **Divide responsibilities.** Create different teams who are responsible for specific tasks in Hospitality. Recruit greeters who will arrive at MOPS meetings early to welcome the other moms and help them get settled. Find a separate Refreshment Team, who will be responsible for organizing and arranging the food. Specific Outreach Teams will also involve women in specific projects that are fulfilling but not overwhelming.

🕒 **Mingle during the meeting.**

Encourage each team member to spend time socializing. An important part of every Hospitality Team member's job is to make women at MOPS feel welcome, and the best way to do that is to speak to her. Hospitality Team members should not spend a meeting in the kitchen or other space removed from the main area.

🕒 **Arrange for set-up and takedown at MOPS meetings.** Ask for team volunteers who can arrive early to organize tables, chairs, and decorations or stay late to clean up.

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I was so shy when I started coming to MOPS that I never talked to anyone and never volunteered for anything. Then a friendly woman asked me to help set up the snacks every week. I had something to do! They needed me! From there I went to coordinating the refreshments, to being a Hospitality Team Leader. Now I'm the one approaching shy moms to set up the cups and plates before a meeting!

”

Many MOPS groups divide responsibilities for the refreshments by assigning a different Discussion Group to bring food to each meeting.






## General Hospitality Guidelines:

- ② **Make nametags**, which help provide individual identity and a feeling of group membership. Permanent nametags may be created by the group as a special craft project. Distinguish Discussion Groups by the shape or color of nametags, or use symbols to “say something” about each woman. For example, put hearts below a name to show the number of children a woman has.
- ② **Use variety.** If possible, change the setup of your room and/or table arrangement once in a while to provide visual variety and help the group mix.
- ② **Build community.** Help women meet and get to know one another through icebreakers and games. MOPS offers


rest, relaxation, fellowship, and fun. Laughter should be one of the first sounds heard when someone walks into a MOPS meeting!

- ② **Give away door prizes.** Giveaways provide opportunities for MOPS moms to socialize and are another great way for the MOPS women to get to know one another. Keep small gifts handy and give awards for silly things, new babies, or first-time visitors. A “Congratulations on Your New Arrival” certificate is available on the MOPS CD-ROM and on the MOPS Leaders’ Web site.



A popular MOPS door prize is the Golden Cracker Award, given to women who are announcing a pregnancy. The MOPS mom is given a bowl (or bucket, basket, or whatever is on hand) filled with crackers. Each cracker is tied with a blue or pink ribbon. The mom closes her eyes and pulls out a cracker, and the color of the ribbon predicts the sex of the baby. If you decide to use this door prize, be sensitive to women who may be suffering through infertility or have experienced a miscarriage, and recognize new adoptions in a special way.






☉ Use **skits, poems, and music** to make sure your meeting stays fresh. Draw upon the skills of a variety of people in the group.

☉ **Establish secret pals/sisters.** Draw names for secret pals. Do special things for each other throughout the MOPS year and reveal identities at the end.

☉ **Identify your Hospitality Team.** Use special nametags to help set your team apart so that others will easily know who can help them when they have a need.

☉ **Remember the MOPPETS Team.** Work with the MOPPETS Team Leader to make sure there is a tray of snacks for the MOPPETS workers. They'll appreciate your efforts and feel a bond to your group.



Has your group created a great skit? Use the Skit Sharing Form on the MOPS CD-ROM and on the MOPS Leaders' Web site to share your idea with MOPS International and other MOPS groups.



*MOPS International Skit Packet,*  
MOPS International



## Welcoming the Newcomer

The purpose of MOPS is to nurture *every* mother of preschoolers. If each woman on the Steering Team understands that a friendly greeting is an important part of her job, and if the Hospitality Team models welcoming behavior, every woman who comes to your group will feel valued and welcomed!

The best way to ensure a return visit from a first-time visitor or regular MOPS attendee is to provide opportunities to have fun. Create an atmosphere and attitude that will make moms want to smile.



Here are some suggestions for welcoming the women to your group:

- ④ Assign greeters to meet each woman (newcomer or “veteran”) as she enters the building. The greeter can give directions to MOPPETS, help a heavily-burdened woman with her load, or introduce a first-time visitor to another mother.
- ④ Put some type of identifying symbol on a newcomer’s nametag. This helps all MOPS women take responsibility for greeting new mothers.
- ④ Set up an information table. Display books on parenting, recent crafts or handouts from creative presentations, and any publicity items you have created for your group. This will help to occupy first-time visitors to MOPS.
- ④ If your group is using permanent nametags, be sure that there are extras for visitors.
- ④ Introduce newcomers to the group. Avoid anything that could embarrass the mom or cause an awkward situation.
- ④ After the meeting, write a note to each newcomer. Thank her for coming and let her know the date and schedule for the next meeting.

*The Pleasure of Your Company*  
by Anne Platz and Susan  
Wales, Harvest House



## What Should Our Meeting Look Like?

Creating an atmosphere at each MOPS meeting that is both inviting and fun is an important part of the Hospitality Team's task. Show a mom that she is welcome and that someone took the time to prepare for her arrival. The key, as always, is to keep it simple. Don't overwhelm the speaking or Discussion Group time. Leave room for women to interact around the atmosphere.

MOPS groups may choose a theme for their meeting and decorate accordingly. A theme is an idea that unifies and gives direction to a variety of different activities.

Many MOPS groups find that having a theme that lasts all year helps them plan. Speaking topics, activities, and language (like Discussion Group names) are easier to brainstorm when you have a direction to start. Choosing a theme to last through the year will also help you with decorating your MOPS meeting area. You can create centerpieces, banners, or visuals and use them meeting after meeting.

Other MOPS groups choose to have a different theme for each meeting, providing more variety. They thrive on the creativity of making a completely new "look" and surprising moms each time they get together.

Each year, MOPS International chooses a theme that communicates the vision and purpose of MOPS. The theme is always based on Scripture and lends itself to strong visuals and applications that unite us as we use them all year long at events and in publications. Local MOPS groups can use the same theme and share implementation ideas.





## MOPS Refreshments

One of the greatest tools in the hands of the Hospitality Team is food, which nurtures those who enjoy it. Consider these guidelines as you minister through food:

- ④ **Use a variety of foods.** Set an example of healthy habits by varying the food types you present.
- ④ **Keep it simple.** Don't let the food become the focus of the meeting, or intimidate future volunteers by creating high expectations of extravagant refreshments. Food at a MOPS meeting is there to facilitate interaction and relaxation.
- ④ **Enlist help from the MOPS group.** Providing meals or refreshments for others now and then builds self-esteem and the feeling of belonging among MOPS women. A few days before the meeting, remind women that they volunteered to bring food.
- ④ **Consider foods that fit a theme.** Providing meals or refreshments that fit a theme will help MOPS moms get into the spirit of the meeting.



“

I can't express how much it meant to me to sit down at my very first MOPS meeting and eat a snack by myself, without little hands grabbing pieces from my plate.

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## Reaching Out To Moms Beyond MOPS Meetings

A mom's life doesn't stop when she leaves the MOPS meeting. She is constantly adjusting to new issues, situations, and experiences in her family life. Your Hospitality Team can make a lasting impact in the life of a MOPS mom by meeting her needs, especially during difficult times. Establish a team of women who can coordinate meals, transportation, child-care, and care packages to moms who are experiencing the following life changes:


- 🌀 New babies
- 🌀 Miscarriages
- 🌀 Illness or injury (their own or a family member's)
- 🌀 Moving to a new home
- 🌀 Divorce or separation
- 🌀 Unemployment or other financial hardship
- 🌀 Death in the family

Be sure to celebrate the positive moments of a MOPS mom's life, as well. Designate a volunteer to send cards for birthdays, anniversaries, and other important events, like the birth or adoption of a baby.





*What To Do When You Don't  
Know What to Say* by Mary Ann  
Froelich and Peggy Sue Wells,  
Bethany House






Helping moms in need can be a sensitive endeavor. Some women may be upset to know that others are aware of the details of her life, particularly difficult situations. Approach her with love, offering the support of your MOPS group while promising to respect her privacy if she prefers that. Never share a situation with anyone outside your team unless the woman herself requests it or gives you permission to share it.



I was a 'professional meal-recipient' for seven months after my daughter was diagnosed with cancer. My MOPS group was awesome! They ran errands, brought food, and even did my laundry. Most important to me, a MOPS woman arranged for child-care and took me out to lunch every few weeks so that I could get away, and she listened as I processed through a difficult time. I never felt that kind of love before!



## Community Projects

Sometimes a mother of preschoolers has a difficult time seeing the world beyond her own family. You can help the moms in your group recognize and meet the needs of their community by designating a team to coordinate an outreach project for MOPS. Whether it's a one-time or year-long endeavor, giving moms the opportunity to be involved in "the bigger picture" will provide them with a sense of accomplishment, while meeting the needs of others.

Consider the following possibilities:

- ☉ Adopt a local Crisis Pregnancy Center, hospital nursery, or home for mothers. Find out what their needs are and organize a shower for new or gently-used items they need. Ask moms to volunteer their time at these places, doing whatever is needed.
- ☉ As a MOPS group, sponsor a child or provide gifts for children in need around the world through one of the many international outreach and relief agencies. (Contact MOPS International for more information about organizations that have programs specifically for MOPS.)
- ☉ Set up a schedule for MOPS moms to volunteer at homeless shelters or soup kitchens. During a MOPS meeting, make or collect blankets or food goods that the center needs.
- ☉ Participate in a charity-fundraiser, like a marathon or community fair, that supports a specific cause your MOPS group understands.

Encouraging women to get involved in community projects may push them outside their "comfort zone." Before you start a project, consider your own comfort zone and what God wants you to do. Be willing to try something new, and commit yourself to being personally involved in a project, rather than simply donating money or gifts.





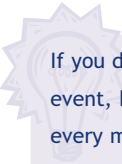
## Special Events

Many MOPS groups discover that they want to spend time with each other outside of their regular meeting times and away from their children. Planning special get-togethers outside the MOPS meeting time creates more opportunities for women to get to know one another and deepen their relationships.

Here are some examples of special events that your group may consider planning:

- 🕒 **Mom’s Night Out.** Choose a restaurant, coffee shop, or other gathering place in a central location and invite moms. This provides a casual, unstructured opportunity for moms to spend time together, and gives them a chance to eat a meal that they didn’t cook and don’t have to share! Spice up the evenings out with unusual activities, like a scavenger hunt or a trip to the video arcade or bowling alley.
- 🕒 **MOPS and POPS.** MOPS and POPS are events that bring together MOPS moms and dads (or single MOPS moms and their dates) for a time of fellowship and fun. MOPS and POPS events should reflect the same caring and level of comfort as the MOPS meetings. They should include food, fun, and activity, along with some low-key sharing about

the difference Jesus makes in lives and in families. Plan a special “date night” with a nice dinner and speaker, or a



If you decide to plan a MOPS and POPS event, be sensitive. Never assume that every mother of preschooler is married. Invite single moms to bring dates if appropriate for the occasion, or plan a special social activity for them.



fun-filled barbeque with the whole family. Carry lifestyle evangelism over into the gathering. The atmosphere should be non-threatening, comfortable, and friendly.

- ② **Weekend Trips.** Organize a weekend away at a local hotel or at someone's home. Spouses and children may or may not be invited. If it is a "moms only" event, create a slumber-party atmosphere with movies, snacks, and lots of talking.

What do you do for fun? How could you incorporate it into MOPS? Kids aren't the only ones who need to have fun. Providing moms with a chance for recreation is meeting a felt need and is helping them become better moms.

