

**UUFH**  
**Shared Ministry Position Description**

**Position Title:** Mothers Group Coordinator

**Cluster:** Lifespan RE

**Purpose of Position/Description:**

Build a social support group for Fellowship moms.

**Responsibilities:**

1. Arrange time, date and location of bi-monthly meetings
2. Contact group members with meeting information
3. Encourage participation by contacting new moms

**When is this ministry performed/Amount of time required:**

Bi-monthly for one hour to arrange meetings and contact members  
(Also time to attend bi-monthly meetings)

**Qualifications:**

Interest in meeting people  
General organizational and communication skills

**Responsible To:**

Cluster Coordinator

**Training Provided:**

n/a

**Support Provided:**

n/a

**Board-Appointed?**

No

**Length of Commitment (or Term if Board-Appointed):**

Two year minimum

*Note: In order to ensure effective succession planning, included herein is the responsibility to have a "trainee" in line for this position who is mentored in the role and to participate in recruiting successors, as necessary.*

**Benefits:**

Meeting and bonding with other women. Providing and receiving support from others.

**Prepared by:** David Sussman (Liza Burby)

**Approved by BOT on:** [date]