



New Leader Checklist

Your Pastor signed your Ministry Agreement. Now What?

Put this in your binder or hang it on your wall and track your progress as we walk through everything the New MOPS Leader needs to know!

(You don't have to do all of this in the order we have listed it.
Just jump into the topic you are ready for right now.)

First Things First

- If you are a Coordinator - start with our New Leader Agreement. We have listed the things we know work to build healthy groups and strong leaders. Read it, act on it, and then jump all in. (mops.org/new-coordinator-agreement)
- Find out what MOPS is all about: The Elements of MOPS (mops.org/the-mops-experience)
- Get to know MOPS Resources (mops.org/mops-resources)
- Meet your MOPS Coach or Group Care Specialist (mops.org/got-questions)
- Set up a meeting with your MOPS Church pastor (or other staff member that supports you).

Build Your Team

- Read through our Positional Handbooks to learn about each role of leadership (mops.org/mops-handbooks)
- Learn about building your leadership team (mops.org/build-your-leadership-team)
- Look up! You'll see great women ready to lead right in front of you! Talk to them one on one and personally invite them to join you in this new adventure.
- Pray for God to bring the right women to your team. Be patient. It's okay if it doesn't happen overnight.
- As you add leaders, add them to your leadership roster. Here's how! (mops.org/how-do-i)
- Look through the Leadership DVD and schedule time to watch along with your team members.

Plan your Meetings

- Determine your meeting dates and times, reserve the dates with your church and let your Group Care Specialist or Coach know. She will add your group to the MOPS.org find a group page!
- Schedule a Leadership Retreat to plan your meetings as a team (mops.org/leadership-team-ideas)
- Check out the annual MOPS theme (mops.org/theme). Watch our video about the theme, and use it to introduce the theme to your team and your group. (<http://youtu.be/QOYLVUL-CJs>)
- Plan your meetings. The MOPS Fun/Think/Talk/DO cards are the perfect tool! (mops.org/meeting-ideas)
- Don't forget details such as food, décor, and creating a welcoming environment. Use our agenda templates to help plan. (mops.org/forms/leaders/14_GEK_Meeting_Template.doc)
- Assign responsibilities to each leader to implement your plan. (mops.org/leadership-positions)
- Determine your group's budget and determine your group's Membership dues. (mops.org/set-your-budget)
- Organize your paperwork by checking out our downloadable forms. (mops.org/group-downloads)

Develop Your MOPPETS program

- Designate a great, caring person to lead your MOPPETS program! (mops.org/leader/moppets-basics)
- Learn about Finding MOPPETS workers using mops.org resources. (mops.org/leader/recruiting-moppets-workders)
- Watch this great training titled Finding MOPPETS workers. (NOTE: Some of the links in the video may be outdated, but the content is very relevant to what MOPPETS today! mops.org/on-demand)
- Check out the BOZ Curriculum and plan activities for your MOPPPETS program. (mops.org/boz-curriculum)
- Organize your MOPPETS program with our downloadable forms. (mops.org/group-downloads)
- Don't forget to regularly appreciate your MOPPETS workers!

Publicize Your Group

- Host a MOPS Sunday! (mops.org/Sunday)
- Download our MOPS Logos and other theme graphics (mops.org/brave-theme-graphics) to create business cards and flyers to promote your group. We have some publicity templates you can start with! (mops.org/marketing-downloads)
- Encourage everyone to Reach Out Bravely and personally invite moms to join MOPS! (mops.org/leader/reach-out-bravely)
- Read all about our Publicity Favs! (mops.org/leader/publicity-favs)