

**— Katie Walker's SOPS —**  
MOD April 25-Oct. 25, 2021

**Standard Operating Procedures for  
TM's SECRETARY MOD POSITION**

**SCHEDULING RESPONSIBILITIES**

**Schedule the Monthly MOD Meetings**

You are responsible for scheduling and reminding the MODs to come to the monthly MOD meeting. If a MOD misses more than 2 meetings they will be dismissed per Rebekah's rule. I keep track of this meeting attendance.

- At this point, the monthly MOD meeting is in Whereby's Teshuvah Ministries Room on Mondays from 5pm-6pm Pacific Standard Time. This could be changed in the future.

**Schedule the Weekly Shabbat Fellowships**

You are responsible for making our weekly Shabbat Fellowships happen. This can all be done from your phone in the GroupSpot App. Here is how you begin:

- Collaborate with Rebekah and MODS on the 6-month Shabbat topic and theme.
- When we know the theme for the 6 month period and IF we will be asking members to speak at our Shabbat Fellowships, you might then need to reach out to our members to schedule Shabbat presenters for the calendar.
- Use the calendar action on GroupSpot to schedule out fellowships.
- Create a pinned post for the Shabbat Calendar for easy access for all scheduled upcoming fellowships.
- Post every week (on the 1st Day, Sunday) in the feed to inform members of the upcoming Shabbat fellowship details so they can RSVP ASAP.
- When you create an Shabbat Fellowship event using the GroupSpot's event tab make sure and require an RSVP when you set up the event so everyone can see who is planning to attend.

**HOSTING RESPONSIBILITIES**

**Host and Open the Weekly Shabbat Fellowship Room**

You are responsible for opening up our Shabbat Fellowship on Whereby and then answering the ladies when they "knock" throughout the hour. Rebekah will host if she is there, but incase she is not there then you will host it. You are

responsible for setting a good example by having good light on your face and your audio working well. Rebekah will give you the Whereby access information so that you can open it. Ask her for it if she hasn't gotten it to you yet. This access information will be good throughout your 6-month volunteer time. Remember that there will be one Shabbat a month where we will take a break from fellowship and not meet. You will note that in the posted schedule.

This is what hosting a Shabbat Fellowship looks like:

- Show up 15 minutes early to Whereby to open the room and make sure everything is working (audio and visual)
- Greet the presenter when they arrive
- Welcome everyone at 5 minutes past the hour
- Make sure that Rebekah is recording the meeting for TM's website
- Get everyone's consent to be recorded
- Pray over the hour together
- Introduce the speaker and topic
- Keep an eye on the time (we try to stay at 1 hour, but that is flexible)
- At the end of the presentation, ask someone to pray
- Close the gathering and the room

## **SHABBAT FELLOWSHIP RESPONSIBILITIES**

### **Host 1-3 Shabbat Fellowships during your 6-month volunteer time**

You will be the speaker for 1-3 Shabbat Fellowships. You'll pick the Shabbats that work for you and schedule those with the SCHEDULING MOD. The topic of these will be discussed at the monthly MOD meeting.

## **POSTING RESPONSIBILITIES**

### **Posting Protocols**

This responsibility is for all MODS. You must validate every comment that comes to YOUR posts, even if it's with an emoji. But please don't respond in the same manner to other's posts or the notifications will blow up and make everyone mad. In other ladies or MODS posts just comment like everyone else.

This is your responsibility:

- Create 2 New and Unique Posts a Week in the Group
- Create at least 1 – 59 second Video Post a Month in the Group.

## **COMMUNICATION RESPONSIBILITIES**

### **Our "Remember Girl"**

The MODS and Rebekah turned to me many times to remember things for them. So I would make a note and then set a timer on my phone to be their reminder.

This is an essential task that helps Rebekah tremendously as she has so much on her plate and needs more hands on deck to help her lead.

## **THE LEGACY I LEFT IN THE GROUP**

### **“How To” Videos**

As part of my unique legacy I left during my volunteer time I chose to help members learn to access information or use a GroupSpot App function by creating a "How To" video. I used the app “V Recorder”. I was able to record videos on my i-phone with this app. I liked it because visually, it looks like screen-sharing. Creating “how-to” videos helps the ladies know how to maneuver through the GroupSpot App and all things TM.

### **Book Nook**

During my MOD POD 2 Volunteer time I uploaded ALL Rebekah’s books, thumbnails, descriptions and links to the GroupSpot Book section of the app. This is another unique-to-me lasting legacy I am leaving the group as the ladies can use it to buy Rebekah’s books, have book chats together about the books and to do book reviews.

### **What will be your legacy?**

Rebekah gives a lot of room for you to find your voice and stretch your wings. She likes to see you take advantage of this opportunity and challenge yourself. So, what unique thing will you do for TM and the Ladies during your 6-month volunteer time? Talk it over with Rebekah and then move into it with an attitude of learning, developing and giving your talent to YHVH and you’ll do great!