

WINGS Shower Coordinator Responsibilities

The Shower Coordinator is part of the WINGS (Women IN God's Service) ministry at NorthWest Church of Christ.

The Shower Coordinator's Baby Shower responsibilities include:



1. Be a first contact for anyone desiring to schedule/host a shower
2. Ensure, in conjunction with the WINGS Coordinator, that the Guidelines for Showers at the NorthWest Church of Christ are being upheld
3. In coordination with expectant mothers, determine when the pregnancy should be added to the church bulletin and communicate the information to the church office staff
4. Contact "first time"* pregnant mothers to determine possible desired dates for a shower
5. Coordinate a shower's date and time with the church calendar and office staff and the Shower Team for the month of the shower to obviate scheduling conflicts
6. Contact the Shower Team for the month of the shower with any known details regarding the mother and shower including if and where the mother is registered
7. Assist Shower Team, in coordination with expectant parents, with deciding what type of shower – women, couples, etc.
8. Support the Shower Team when needed
9. Maintain and make available any items at the church building that are available for showers
10. Notify security (Ron Hoffman) and building maintenance (Deryk Long) representatives of the shower dates and times so they can unlock and adjust the temperature in the building for the shower
11. Monitor and maintain the Shower Expense Budget

**"First time" baby is defined as first baby born to the mother or the first child born since the mother has become a member of the congregation.*

The Shower Coordinator's Wedding Shower responsibilities include:



1. Be a first contact for anyone desiring to schedule/host a shower
2. Ensure, in conjunction with the WINGS Coordinator that the Guidelines for Showers at the NorthWest Church of Christ are being upheld
3. Contact "first time"* brides to determine possible desired dates for a shower
4. Coordinate a shower's date and time with the church calendar and the Shower Team for the month of the shower to obviate scheduling conflicts
5. Contact the Shower Team for the month of the shower with any known details regarding the bride and groom and shower including if and where they are registered
6. Assist Shower Team in coordination with bride and groom with deciding what type of shower – women, couples, etc.
7. Support the Shower Team when needed
8. Maintain and make available any items at the church building that are available for showers
9. Notify security (Ron Hoffman) and building maintenance (Deryk Long) representatives of the shower dates and times so they can unlock and adjust the temperature in the building for the shower
10. Monitor and maintain the Shower Expense Budget