



Relay Exchange, Inc.

Thank you for your interest in the Relay Exchange program!

At Relay Exchange, we are passionate about empowering the next generation of Christian women. Our program is designed to support and equip mothers as they train their daughters to become leaders in the next generation, and we hope you will join us! While we do not place members in groups, we are happy to provide materials to facilitate the formation of new groups. Included below is a summary of the Relay Exchange® program, and we have also attached the following documents:

- Leader Checklist: 10 Steps to Starting a Relay Exchange® group
- Sample Relay Exchange® Meeting Format
- Relay Exchange® Leader Agreement
- Template: Invitation to Join a Relay Exchange® group

Brief Summary:

The Relay Exchange® program equips mothers to create small groups with their daughters using curriculum that combines Biblical truths with learning practical skills. The program creates a fun and engaging pathway for mothers to intentionally invest in the spiritual development of their girls. Together, group members study the Bible, learn new skills, serve their communities, build relationships and become leaders.

Mother and daughter members of Relay Exchange attend monthly small group meetings together, strengthening the mother-daughter bond ahead of and during the teenage years and providing mothers and daughters the opportunity to develop friendships with other members. The unique way the curriculum pairs a new skill with a Biblical truth encourages the girls to apply what they learn in their everyday lives.

Mission:

Relay Exchange is a non-profit organization driven by its mission to equip women to lead girls to the truth of their redeemed identity in Christ, freeing them to pursue God, His plans and His ways.

Key Information:

- Small groups of 5-10 mothers and their daughters meet once a month for 2 hours.
- The Relay Exchange curriculum includes lessons that each combine Biblical truths with instruction on a Skill .



Relay Exchange, Inc.

- 8 years of curriculum allow a child to begin in kindergarten or first grade and complete all years prior to high school, but groups can form in any year.
- Two mothers co-lead each group, but all group mothers take turns leading the skill lessons throughout the year.
- As a child masters a skill, she earns a badge, which she attaches to her Relay Exchange sash, which may either be worn or displayed on her wall.
- Groups participate in service projects together each year.

The Curriculum:

Included below is a list of Practical Skills covered over the course of eight years, as well as some of the Biblical principles each girl should grasp at the end of their tenure in a Relay Exchange group.

Sample Practical Skills

Bread Making	Etiquette	Hospitality	Travel Planning
Knot Tying	Godly Character	Stewardship	Making Hair
Sewing	Traits	Muscles and	Accessories
Watercolor Painting	Making Healthy	Stretching	Canning and
Good Health Habits	Choices	Jewelry Making	Preserving
Making a Jewelry Box	Cooking	Mapping	Music
Public Speaking	Gardening	Smart Use of	Crocheting
Poetry	Organization	Technology	Skin Care
Making Christmas	Cross-stitching	Line Dancing	Interpersonal Skills
Placemats	Thankfulness	Making coffee filter	Car Care
Flower Arranging	Photography	wreaths	Entrepreneurship
Teamwork	Advanced Sewing	Backpacking	Decorating
First Aid	Advanced Friendship	Baking	Pie Making
Scrapbooking	CPR	Investing	Advanced Watercolor
Trees	Doll Making	Golf	Painting
Letter Writing	Astronomy	Appetizers	Debate

Sample Biblical Truths

- Your relationship with God is the most important relationship in your life.
- You are of priceless value to God.
- Nothing you do will ever make God love you more, and nothing you do will ever make God love you less.



Relay Exchange, Inc.

- Read your Bible, think about what you read, and pray, everyday.
- God is equipping you for His unique plan for you today and for the rest of your life.
- Follow the example of Jesus and serve others, love others, and pray for others.
- If you get off track, you can always run back to God.
- Be ready to explain what you believe and why.
- Cultivate friendships with Jesus followers and be a good friend who points others to Jesus.
- Put everything you learn into practice through the power of the Holy Spirit.
- Focus on Jesus above all else: He should be your only audience and the guardian of your heart.
- Be joyful and be thankful in all things.
- Nothing ever has been, or ever will be, bigger than God.
- Stand your ground, raise your voice, and trust God in all things.

If you and a co-leader would like to start a Relay Exchange group, please complete this [form](#). If you have any questions, contact us at info@relayexchange.org. We begin planning for new groups in January each year and Registration for next fall opens in April.

Sincerely,

Amy Kistulinec & Camilla Williams

Co-Founders

Relay Exchange, Inc.



Relay Exchange, Inc.

Leader Checklist: 10 Steps to Starting a Relay Exchange® Group

STEP ONE: PRAY

The first step in successfully launching a Relay Exchange group is to pray about your leadership role. Ask God to guide you in all of the steps below, and ask Him to prepare your heart for leadership.

STEP TWO: SELECT A CO-LEADER

Find a co-leader. Your co-leader should be someone with whom you can easily communicate and share jobs.

STEP THREE: INFORM AND INVITE

Personally invite mothers and daughters to join your group. Answer any questions they have about Relay Exchange, and direct them to the website for additional information.

STEP FOUR: REGISTER AS A LEADER

Both you and your co-leader sign must sign the Leader Agreement every year. The receipt of both signatures will trigger your group being set up for Registration.

STEP FIVE: CREATE A GROUP COMMUNICATION PLAN

Establish a communication plan with your group. Consider use of a service such as TeamSnap and others.

STEP SIX: REGISTRATION OF MEMBERS

After both co-leaders have registered, you will receive instructions for registration for the members of your group. When you forward those instructions to your members, be sure to note the deadlines to avoid increased fees.

STEP SEVEN: PLAN WITH CO-LEADER

Pre-plan with your co-leader. Some pre-planning will include setting up the full calendar year of meeting dates. If applicable, create a child-care plan for siblings for every meeting to avoid members missing.

STEP EIGHT: PLAN WITH MEMBERS

At or before the first meeting, meet with the moms of your group. At this meeting, cast the vision for your group. Note the following important aspects of the program: the focus on your daughters during the meeting, all mothers should participate even when not leading or teaching (everyone is important!), safety is a priority on group outings and service projects, and attendance should be a priority for everyone involved. At this meeting, mothers should each select a skill to teach throughout the year. This is also the best time to sign up for “extra” jobs, such as snacks, special outings and group photography. Discuss any exchange of money up front to avoid misunderstandings.

STEP NINE: MAINTAIN A HEALTHY GROUP

As Group Leaders, you should monitor and maintain the health of the group by: praying for one another, communicating clearly both with your co-leader and with your members, encouraging and affirming one another, evaluating each month's meeting (e.g. what worked, what could we do better), addressing issues with members quickly and graciously, engaging all group moms.

STEP TEN: REACH OUT WITH QUESTIONS

Never hesitate to email info@relayexchange.org for advice and assistance with any problems at any step in the process!



Relay Exchange, Inc.

Sample Meeting Format

“How does a meeting actually *work*?”

Every group has their own personality, but we do have some guidelines and formats to follow to make it easy for each group to have a fun and productive time together each month.

Snack and Socialize 20 minutes

This is where the fun starts! The time where girls and moms are arriving is always a special time to reconnect and catch up over some food and drink. It is important to start and end meetings on time so that every group member knows just what to expect each month.

Welcome 15 minutes

This gives the group a chance to gather and open in prayer. Everyone generally recites the theme verse together and then highlights from last month's homework can be shared. This is also a good time to discuss any group business, hand out badges and plan future outings or meetings.

Skill Lesson 40 minutes

Check out the list of skill lessons! These skill lessons are as diverse as the moms and girls in Relay Exchange groups. The skills covered represent a wide variety of interests from the domestic to the outdoorsy to the financial to the crafty! The lessons are all turn-key, with a guide for the mothers in the appendix of the workbook. Some moms like to follow the lesson as it is written, while others like to add their own flair.

Bible Lesson 25 minutes

The Bible lessons are written to couple with the skill that month in a way that is both relevant and memorable. The Bible lessons are intended to trigger thought and application of key Biblical principles. Visual aids and direct tie-ins to the skill not only provide illustrations for the girls, but also a way to tie in the Bible lesson as each mother and daughter pair work on their homework during the next month. Rather than just reading the lesson to the girls, leaders are encouraged to go slowly, giving the girls time to think about what they are hearing and respond thoughtfully. Asking questions from the text is a wonderful way to get both moms and girls actively involved in the Biblical part of the meeting.

Review Homework and Closing Prayer 15 minutes

This is a time to circle up, to review the skill lesson and homework and to review the key points of the Bible lesson. It is also a time to pray for one another. Some groups keep a prayer journal to record prayer requests and answers to prayer.

Clean Up 5 minutes

It is important to clean up and end each meeting right on time!



Relay Exchange, Inc.

Relay Exchange® Leader Agreement

In consideration of the opportunity afforded me by Relay Exchange, Inc. to lead a Relay Exchange group and to utilize the Relay Exchange materials, I acknowledge that I have read and agree to all of the information below.

Statement of Faith

I believe in a single God who exists as the Father, the Son, and the Holy Spirit. I place my faith in the atoning death of the Son, Jesus Christ, as the sole basis for the forgiveness of my sin. I seek to be conformed to the image of Jesus Christ through the leading and power of the Holy Spirit dwelling in me and through the study of the Bible, the inspired and inerrant Word of God.

Leader Role and Responsibilities

As a leader of a Relay Exchange group®, I acknowledge and agree to execute the following roles and responsibilities.

- (1) Pursuit of the mission of the Relay Exchange organization to lead the girls in her group to the truth of their redeemed identity in Christ, freeing them to pursue God, His plans and His ways.
- (2) Management of the group to maximize participation, including establishing the calendar of meetings for the year before or at the first meeting, starting and ending group meetings on time, assisting the mothers in dividing responsibility for the skill lessons, and delegating responsibility where possible, for example, asking for volunteers for coordinating snacks, sibling child care, socials and retreats.
- (3) Encouragement of each member of my group to: attend each meeting; be on time; enthusiastically engage in the activity of the meeting; teach at least one skill lesson per year; and complete the homework each month.
- (4) Management of the safety and effectiveness for all meetings and service projects according to these **Safety**

Guidelines:

- (a) I agree to make safety a priority at any Relay Exchange meeting or activity.
- (b) I acknowledge that it is important that each mother participates and assumes responsibility for her daughter(s), especially if a meeting or activity occurs outside of a host home.
- (c) I agree that alcohol will not be served at Relay Exchange meetings.
- (d) I agree to carefully select organizations for service projects that are well managed and responsive, and I will make sure the girls are prepared in advance for each service opportunity, including explaining the purpose of the organization in terms the girls can understand, and instructing the girls and mothers never to distribute money, accept gifts, or disclose personal information such as full name, address, phone number, or email.
- (5) Proper usage of the curriculum according to the **Curriculum Guidelines:**
 - (a) Skill Lessons: I understand that skill lessons may be adjusted to make the activity work according to the limitations and parameters of an individual group.
 - (b) Bible Lessons: My group will not deviate from the Biblical teachings outlined in the lessons. I understand that all of the lessons have been prayerfully vetted and reviewed with full consideration of the responsibility involved in teaching Biblical principles to young and impressionable minds. I understand that variation may introduce ideas and subjects that are either Biblically unsound or age inappropriate. I agree that either my co-leader or I will teach the Bible lesson each month.
 - (c) Intellectual Property: I understand that Coordinators, Leaders and Members are expressly prohibited from loaning, sharing, copying, donating or otherwise reproducing any portion of the Curriculum without prior consent from Relay Exchange, Inc.



Relay Exchange, Inc.

You and your daughter are invited to join a Relay Exchange® group!

Join or Lead a Group: Relay Exchange® groups are small groups of mothers and daughters who will meet together during the upcoming school year, and we invite you to prayerfully consider joining us. The information below is provided to give you a general understanding of what being a member of a Relay Exchange® group means and requires, and we are happy to answer any other questions.

Brief Summary: The Relay Exchange® program equips mothers to create mother-daughter small groups using curriculum that combines Biblical truths with learning practical skills. The program creates a fun and engaging pathway for mothers to intentionally invest in the spiritual development of their girls. Together, group members study the Bible, learn new skills, serve their communities, build relationships and become leaders. Mothers and daughter members of Relay Exchange attend monthly small group meetings together, which not only strengthens the mother-daughter bond ahead of the teenage years, it provides mothers and daughters the opportunity to develop friendships with others who share their faith. The unique way the curriculum pairs a new skill with a Biblical truth encourages the girls to apply what they learn in their everyday lives.

Mission: Relay Exchange is a non-profit organization and its mission is to equip women to lead girls to the truth of their redeemed identity in Christ, freeing them to pursue God, His plans and His ways.

Key Information:

- Small groups of mothers and daughters meet once a month for 2 hours during the school year.
- The curriculum includes lessons that each combine Biblical truths with instruction on a Skill.
- 8 years of curriculum allow a child to begin in kindergarten or first grade and complete all years prior to high school, but groups can form in any year.
- Two mothers co-lead each group, but all group mothers take turns leading the skill lessons throughout the year.
- As a child masters a skill, she earns a badge, which she wears on her Relay Exchange sash.
- Groups participate in service projects together each year.

What are some of the benefits of joining a group?

- ★ Fosters the mother-daughter bond
- ★ Provides framework for intentional investments of time over a long period
- ★ Provides mothers a network of like-minded supporters and daughters a safe network of friends
- ★ Allows girls to hear truth from other mothers
- ★ Allows mothers to be in a leadership role as she teaches skill
- ★ Practical skills allow girls to explore diverse interests
- ★ Homework provides a time for mothers and daughters to connect during the month

For additional information, please visit www.relayexchange.org