

**LANSING UNITED METHODIST CHURCH**  
**Needleworkers Coordinator Position Description**

The primary role of the Needleworkers Coordinator is to oversee coordination of Needleworkers group gatherings held at LUMC. The Needleworkers Coordinator serves under the leadership and supervision of the Pastor.

**RESPONSIBILITIES:**

1. Schedule dates and locations for Needleworkers' group gatherings with the Pastor's Administrative Assistant.
2. Provide a safe, welcoming, inviting and positive environment for all attendees. Model polite, friendly, and courteous behavior for all.
3. Be trained in Safe Sanctuaries policies of the Upper NY Conference and of LUMC, and covenant with LUMC to fully carry out those policies.
4. Ensure that a Safe Sanctuaries trained individual is present at all gatherings including vulnerable adults.
5. Attend periodic training and education opportunities provided by LUMC to include an annual review of LUMC Safe Sanctuary policies and procedures as they apply to Needleworkers gatherings.

**QUALIFICATIONS:**

1. Ability to carry out planning and coordination.
2. Ability to lead adults from the congregation and community.
3. Positive interpersonal skills interacting with adults.
4. Have had an active relationship with LUMC for at least 6 months.
5. Completion of consensual background check process.

I have read the position description for Lansing United Methodist Needleworkers Coordinator and understand its contents. My signature below indicates my agreement and covenant to abide by the responsibilities set forth above.

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Signature

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Date