

**LANSING UNITED METHODIST CHURCH**  
**Haiti Committee Coordinator Position Description**

The primary role of a Haiti Committee Coordinator is to oversee the mission ministry to Haiti on behalf of LUMC and in coordination with other partners in the Haiti ministry. Haiti Committee Coordinators serve under the leadership and supervision of the combined Haiti partners and the LUMC Pastor.

**RESPONSIBILITIES:**

1. Coordinate faith-based educational and development support to the communities of Verrettes and Banique through mission service activities provided through the work of the Haiti Committee and partners.
2. Oversee fundraising activities to support mission work, following policies established by the Finance Committee to ensure transparency and proper safeguarding of funds.
3. Carry out detailed planning for travel arrangements, itineraries, cultural awareness preparation, and faith formation opportunities to conduct, and enhance the effectiveness of, mission work.
4. Work cooperatively with other ministry partners in carrying out activities.
5. Maintain open communications with the congregation and committee members.
6. Provide a safe, welcoming, inviting and positive environment. Model polite, friendly, and courteous behavior for all.
7. Be present at each scheduled Haiti Committee meeting or activity, prepared to carry out intentional programming planned for that gathering.
8. Be trained in Safe Sanctuaries policies of the Upper NY Conference and of LUMC, and covenant with LUMC to comply with those policies. For mission trips involving children, youth or vulnerable adults, prepare a written plan for review by the Pastor detailing how specific requirements for those events will be carried out.
9. 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 its ministries with youth.

**QUALIFICATIONS:**

1. A strong personal desire to serve others, as Jesus has modeled.
2. Positive interpersonal skills interacting with adults.
3. Ability to carry out detailed planning and adapt to a variety of situations.
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 Church Haiti Committee 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

Date