

LANSING UNITED METHODIST CHURCH
Giving Tree Coordinator Position Description

The primary role of the Giving Tree Coordinator is to oversee a Christmas gift donation program for families in need in the Lansing community who choose to participate in this program. Historically, the Giving Tree has been affiliated with the Lansing Food Pantry and run in partnership with All Saints Church. The Lansing United Giving Tree Coordinator serves under the supervision of the LUMC Pastor.

RESPONSIBILITIES:

1. Coordinate annual collection and distribution of Christmas gifts for the children of community members in need on behalf of the Lansing United congregation.
2. Carry out detailed planning for collection of information pertaining to needed gifts from local families in need, to include Lansing Food Pantry clients, in a manner that protects the privacy of each family.
3. Annually, determine dates for Giving Tree family sign-up, collection of congregational gift donations, and gift distribution, in coordination with monthly Lansing Food Pantry dates.
4. Coordinate with the Pastoral Assistant about Giving Tree dates for the church calendar and information needed to facilitate handling calls to the church from potential Giving Tree families.
5. Prepare informational flyers for Giving Tree families and prepare publicity about the Giving Tree program for the congregation using internal church communication methods.
6. Oversee process for preparing anonymous gift tags for congregation members to sign-up to purchase and return gifts prior to the distribution date.
7. Oversee process for accounting for all requested gifts and preparing them to be received by the Giving Tree Families.
8. Determine any other giving activities planned for the Giving Tree families, such as fruit baskets or clothing/food distribution and coordinate with other ministries as needed to carry out those activities.
9. Oversee fundraising activities to support the Giving Tree ministry, following policies established by the Finance Committee to ensure transparency and proper safeguarding of funds.
10. Maintain a current awareness of similar programs serving the Lansing community and any restrictions that may impact the Lansing United Giving Tree Ministry (e.g., Salvation Army's work through Lansing School District).
11. Develop a relationship of trust and continuity with the Giving Tree families to enhance their understanding of their identities as Beloved Children of God and our role in God's work to transform the world by sharing our love of neighbor. Maintain open communications with parents and guardians of Giving Tree recipients.
12. Provide a safe, welcoming, inviting and positive environment. Model polite, friendly, and courteous behavior.
13. Be trained in Safe Sanctuaries policies of the Upper NY Conference and of LUMC, and covenant with LUMC to comply with those policies.
14. 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 vulnerable adults.

QUALIFICATIONS:

1. A strong personal desire to serve others, as Jesus has modeled.
2. Strong interpersonal skills interacting with youth and their families.
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. Be at least 20 years of age.
6. Completion of consensual background check process.

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

Signature

Date