



## Responsibilities of the Conference InStep Coordinator

1. To fully understand the InStep for Life program yourself, go to the InStep for Life web site at: [www.instepforlife.com](http://www.instepforlife.com). Especially note the link entitled InStep for Life Coordinator Resources (at the bottom of each page). All InStep coordinators need to register on the InStepForLife.com web site (on the Coordinator's Resources page).
2. Introduce the InStep program to the Conference staff and facilitate their involvement.
3. Contact each church in the conference for the purpose of establishing an InStep for Life Coordinator. This may or may not be the local church health leader.
4. Guide the local church coordinator in understanding the InStep program.
  - Refer them to the web site at [www.instepforlife.com](http://www.instepforlife.com). Emphasize the link entitled InStep for Life Coordinator Resources (at the bottom of each page). Make sure they understand the membership options on the web site.
  - Send a hard copy of the Local Church InStep for Life Coordinator's Guide and Implementation Kit summarizing the InStep program and their responsibilities to all church coordinators. A copy can be obtained from the web site.
    1. Most people can record their own weekly exercise results directly on the web site. Some may need help the first time.
    2. A few people may not have access to a computer. These people can still participate by keeping their own written exercise records (forms available on the web site) and giving a copy to the local coordinator monthly.
5. Keep a list of local church InStep for Life coordinators with mailing address, e-mail, and phone contact information for each one.
6. Be responsible for getting an article about InStep for Life into the conference newsletter/magazine that goes to the constituency.
7. Follow the progress of each church and give assistance as needed. Coordinate orders for pedometers. Combine all orders for local churches and order at once. We need large orders to get imprinting on the pedometers and to get the good price of \$6 each. See order form on the web site.
8. Encourage each church to plan group activities occasionally such as a volleyball night, a Sabbath afternoon hike, a Sunday group bike ride or trail hike, etc.