



Responsibilities of the Union InStep Coordinator

1. To fully understand the InStep program yourself, go to the InStep for Life web site at: www.instepforlife.com. It is important to be aware of the link entitled InStep for Life Coordinator Resources (at the bottom of each page). All coordinators should register on the InStepForLife.com web site (on the Coordinator's Resources page).
2. Introduce the InStep program to the Union staff and facilitate their involvement.
3. Contact each conference in the Union for the purpose of establishing an InStep Coordinator. This may or may not be the conference health director.
4. Guide the conference coordinator in understanding the InStep program. A detailed job description for both, the conference and local church InStep coordinator can be obtained from the InStep for Life web site on the **Coordinator's Resources** web page. Also see the InStep Coordinator's Implementation Kit.
5. Individuals can begin the InStep for Life program now by downloading a Participant's Starter Kit from the web site (see **Coordinator's Resources** web page). The web based logging program will be available early 2009. Watch the web site for announcements.
6. Send a list of all conference InStep for Life Coordinators to Reg Burgess at: regburgess@earthlink.net to be posted on the InStep for Life web site.
7. Track the progress of InStep for Life in each conference. Communicate regularly with all conference coordinators to share successes and ideas for increasing participation and for solving any problems.
8. When ready to launch the InStep for Life program in your Union Conference, place an article about InStep for Life in your Union paper. Sample bulletin inserts and announcements are downloadable from the InStep for Life web site.