

Appendix B:
Sample Job Description
For A Church Prayer Coordinator

The church prayer coordinator/leader should be called by God, committed to serve, and have the ability to get along with people and love them. The church prayer coordinator/leader is responsible for the following:

1. See that the prayer ministry undergirds all other ministries of the church.
 - Attend staff meetings in order to be informed of needs and activities, as well as to share information and updates about the prayer ministry.
 - Check with ministers of the different areas about their prayer requests. Do not wait for them to tell you.
 - Channel needs to the appropriate staff person for visits, counseling, or emergency needs.
2. Provide support for the ministry you begin.
 - Locate space for the established ministry.
 - Prepare records and forms necessary for the prayer ministry.
 - Oversee the layout, design, and furnishings for the prayer room or meeting area.
 - Establish a system for updating prayer requests, mailings and telephone messages, as well as for maintaining the supplies necessary for ongoing ministry.
3. Promote the prayer ministry to the congregation. If a prayer line is established, advertise that number in the community.
 - Incorporate already existing prayer groups into the prayer ministry.
 - Encourage members to participate in the prayer ministry. Maintain sign-up charts, prayer request cards in the pews and prayer request boxes.
 - Provide training for each type of ministry established.
 - A. Initial orientation and training should be open to all members who are interested.

B. Offer enriching seminars on prayer for the whole congregation.

- Host an annual prayer banquet to promote the prayer ministry and show appreciation for the intercessors.

4. Plan the calendar of events and prepare a budget for each year. Oversee the expenses each month and ensure that the ministry stays within its budgetary constraints.

- Meet with the prayer committee on a regular basis.
- Be flexible as God directs changes within the ministry.

Determine if the coordinator position will be volunteer or staff. The amount of time involved is great. Whether or not the position is volunteer, many workers will be needed to divide the responsibility so that no one person is overloaded.

(Adapted from *If My People...Pray, Steps To Effective Church Prayer Ministry*, by Elaine Helms)