

# Job Description for a Prayer Coordinator

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West Valley Missionary Church

## FUNCTION

- To raise awareness of the need for a comprehensive Great Commission Prayer strategy in every class, program and ministry of the church.
- To help individuals reclaim or renew a personal passion to pray unceasingly (1 Thess. 5:17),
- To help reclaim or renew the congregation as a house of prayer with a passion for the lost (Matt. 21:13, Luke 19:10).
- To link believers in prayer for evangelism and awakening (Matt: 28:16-20, 2 Chron. 7:14).
- To facilitate training opportunities to help them accomplish these four goals.

## QUALIFICATIONS

- Be identified as called of God to the ministry of prayer
- Understand biblical prayer and be able to communicate it
- Recognize that God makes a difference through prayer in lives, situations, and nations.
- Be able to work cooperatively with church leadership
- Be committed to the total church program
- Have skills in planning, organizing, and delegating with a servant leadership style
- Be willing to attend Prayer Coordinator training if offered
- Have access to the Internet

## ACCOUNTABILITY

- To God first
- Then the Pastor
- Then the church, especially the prayer coordinators in each class, program and ministry area.

## RESPONSIBILITIES

- Pray and lead others to pray.
- Facilitate the Prayer Chain Ministry (organize, recruit people, promote, etc.)
- Work closely with the pastor and other church leadership to develop a Great Commission Prayer strategy.
- Set up and manage prayer activities, events, small prayer groups, and a prayer room.
- Enlist and train prayer coordinators in every class, program and ministry.
- Participate in the church newsletter to share prayer requests and answers to prayer, promote awareness, and communicate kingdom needs.
- Update, maintain and circulate the WVMC prayer list
- Help the librarian to acquire biblical resources for church members to use in prayer.
- Facilitate local training conferences for church members.
- Participate in the budget planning process.
- Calendar all prayer events and training during the yearly planning process.
- Stay current on state, national and international prayer needs and opportunities
- Attend pre-church board prayer meetings and church board meetings as well.