



# PRAYER COORDINATOR

## SAMPLE JOB DESCRIPTION

### REPORTS TO SENIOR PASTOR

### PREREQUISITE QUALIFICATIONS

#### MEMBERSHIP

MUST BE AN ACTIVE MEMBER  
OF THE CHURCH

#### SKILLS & ABILITIES

A STRONG PRAYER LIFE  
A LOVE FOR PEOPLE  
WELL-GROUNDED IN THE WORD  
A COMMITMENT TO THE PASTOR & THE  
VISION FOR THE CHURCH  
SPIRITUAL MATURITY  
A TEACHABLE ATTITUDE  
ABILITY TO LEAD, DEVELOP & WORK  
WITH A PRAYER TEAM  
ABILITY TO TRAIN OTHERS IN PRAYER  
ABILITY TO FACILITATE PRAYER GROUPS  
TOLERANCE AND PATIENCE WITH  
DIFFERING THEOLOGICAL VIEWS  
GOOD CONFLICT RESOLUTION SKILLS  
FLEXIBILITY  
MORAL PURITY  
ABILITY TO GIVE GODLY COUNSEL

### PROFILE

*THE PRAYER COORDINATOR IS A MEMBER OF THE CHURCH, WHO UNDER THE LEADERSHIP OF THE PASTOR, FOSTERS A STRONG CULTURE OF PRAYER WITHIN THE CHURCH BY ORGANIZING, SCHEDULING AND FACILITATING THE CHURCH'S PRAYER ACTIVITIES.*

### DUTIES, TASKS & RESPONSIBILITIES

#### DAY OF PRAYER

- ORGANIZES AND FACILITATES THE CHURCH'S DAY OF PRAYER
- IN PARTNERSHIP WITH CHURCH LEADERSHIP, DEVELOPS/ADOPTS SPECIFIC AND MEASURABLE PRAYER POINTS THAT GUIDE PRAYER PARTNERS
- RECRUITS PRAYER PARTNERS WHO PRAY 30-60 MINUTES DURING THE DAY OF PRAYER
- COMPILES AND MAINTAINS A DATABASE OF PRAYER PARTNERS AND THEIR CONTACT INFORMATION
- FOLLOW UP WITH PRAYER PARTNERS VIA EMAIL, NEWSLETTERS, TEXT, ETC. TO REMIND THEM OF THEIR SELECTED PRAYER TIMES, SUGGESTED PRAYER POINTS, PRAYER REQUESTS, TESTIMONIES AND ENCOURAGEMENT THROUGHOUT THE MONTH.
- TEACHES & TRAINS PEOPLE ON PRAYER AS NEEDED

#### GENERAL RESPONSIBILITIES

- PROMOTES PRAYER PRIVATELY & PUBLICLY
- ORGANIZES DAYS OF CORPORATE PRAYER & FASTING
- MOBILIZES PRAYER FOR EMERGENCIES AND TIMES OF CRISIS
- INFORMS STAFF & CHURCH ABOUT LOCAL, STATEWIDE, NATIONAL AND INTERNATIONAL PRAYER INITIATIVES.

# PRACTICAL TIPS

## FOR PASTORS & PRAYER COORDINATORS

*Adapted from "The Prayer Saturated Church" by Cheryl Sacks*

*CREATING AND FOSTERING A CULTURE OF PRAYER IN YOUR CHURCH IS LARGELY DEPENDENT UPON A POSITIVE WORKING RELATIONSHIP BETWEEN THE PASTOR AND THE PRAYER COORDINATOR. IT IS THEREFORE IMPERATIVE THAT PASTORS AND PRAYER COORDINATORS SHOW MUTUAL RESPECT FOR ONE ANOTHER AND COMMUNICATE OPENLY ABOUT VISION, EXPECTATIONS AND GOALS.*

### PASTORS

- Model a strong personal and corporate prayer life.
- Give the prayer coordinator the same level of respect as you do your Worship Leader, Youth Pastor, or Children's Pastor.
- Publicly affirm and recognize your Prayer Coordinator and his/her role in the church. This signals that prayer is a core value to the church, brings focus and intention to the prayer ministry, and provides a way to recruit intercessors from the congregation.
- Develop a job description and clarify to whom the prayer leader will report.
- Encourage and assist your prayer leader in building a prayer team, monthly day of prayer, and establishing a budget (Prayer ministry takes manpower, planning, and money, just like any other ministry).
- Set regular appointments with your prayer leader to pray with him/her and discuss progress of the ministry together.
- Draw your prayer leader into the leadership circle of the church, so prayer becomes a part of the fabric of the church.

### PRAYER COORDINATORS

- Pray for your pastor and his/her family daily. Make mobilizing prayer for the pastor a top priority.
- Always speak highly of your pastor, other ministry leaders, and their families. Do not entertain gossip.
- Allow the pastor to lead the process, impart vision, and set the pace for prayer mobilization.
- Develop a prayer guide that complements the vision and mission of the pastor and direction of the local church.
- Keep your pastor informed about what you are doing through meetings, memos, emails, etc. Be sure to seek pastoral advice before asking anyone to serve in a visible leadership role.
- Be patient with the process of becoming a praying church. Developing a comprehensive prayer strategy can take time. Don't give up!