



Prayer Coordinator Job Description:

Prayer Coordinator

Reports To:

The Prayer Coordinator will report to Executive Team and Board of Directors.

Job Overview:

The Prayer Coordinator is part of the Executive Team. She develops a prayer team to cover the Planting Roots organization, Board of Directors, and larger community of Planting Roots in prayer. She will meet regularly with the Executive Team and monthly with the senior staff. She will coordinate prayer times at conference as well as virtual platforms.

Responsibilities and Duties

A. General Responsibilities

1. Executive Team:
 - Provide input to the Executive Team regarding policies and relevant organizational and staff issues .
 - Encourage staff through prayer - solicited and non-solicited.
 - Support the vision and mission of Planting Roots.
 - Assist with fundraising both for personal expenses and for the organization
2. Prayer Team:
 - Manage staffing and activities of the Prayer Team
 - Lead the Prayer Team to pray for Trunk, Sr. Staff, and Staff as well as in the community as needed
 - Organize and conduct regular meetings with prayer team
 - Follow up with prayer requests received via email, events, social media, etc.
 - Lead the Prayer Team to have regular engagement with the community of Planting Roots, which could include email, live broadcasting, etc.
 - Assist and lead the Prayer Team to assist with the writing of Sunday Prayers for the blog
 - Lead the Prayer Team to provide prayer support at events both for the larger community and for staff events or activities.

Qualifications

- Time Commitment: 10-80 hours per month, averaging approximately thirty hours per month, minimum three-year commitment.
- Financial Commitment: Attend one conference per year. Attend Staff Retreat every other year as schedule allows.
- Faith: Must be a Christian military woman with a growing walk with the Lord.
- Experience: Have a minimum of three years experience in leadership, preferably in the context of ministry. Familiarity with online social media and website platforms a plus. Works well with a team, especially in a remote capacity. Comfortable with praying in a variety of situations as well as teaching about prayer.