

Prayer Coordinator Job description

Community Team Member

Reports To

Community Director

Job Overview

The Prayer Coordinator is responsible for the management of prayer requests within the Planting Roots staff and from the Planting Roots Community

Responsibilities and Duties

A. General Responsibilities

1. Attend all Community Team Meetings
2. Report Monthly volunteer hours to Director of Operations
3. As directed by the Director of Community, provide prayer coverage, and assistance to cross-team collaboration in support of Planting Roots mission and goals.
4. Support the vision and mission of Planting Roots
5. Assist with fundraising both for personal expenses related to Planting Roots and for the larger Organization
6. Time Commitment: 10-20 hours per month, averaging approximately 15 hours monthly, minimum three-year commitment preferred.
7. Financial Commitment: Attend all conferences as able. Attend Staff Leadership Advance every other year, as schedule allows.

B. Job-specific Responsibilities,

1. Monitor the prayer@plantingroots.net address for requests from our community, reply with a written prayer and submit to the slack channel for staff members to pray over as appropriate.
2. Receive and pray for staff prayer requests as collected from monthly reports, slack prayer, and personal interaction .
3. Submit a monthly report of Prayer requests (internal and external) to the Director of Community for inclusion in monthly team report.
4. Work with Director of Community for funding required to facilitate prayer within the Planting Roots community.
5. Follow-up as necessary to assess further prayer needs.
6. Pray publicly at Planting Roots gatherings as needed.

7. Participate in the projects and responsibilities of the Community Team and Planting Roots as directed by the Director of Community or by personal contribution (ie Podcasts, Writing, Speaking, Leading a Bible Study or Cohort)

Qualifications

1. Faith: Must be a Christian military woman with a growing walk with the Lord.
2. Experience: Have a minimum of three years experience in ministry.
3. Familiarity with online social media and website platforms a plus.
4. Works well with a team, especially in a remote capacity.
5. Willing to work with a variety of personalities and maintain contact with staff in remote locations, using digital and analog communication methods.