



Prayer Coordinator Responsibilities

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The prayer coordinator is a member of the church who organizes, schedules, and provides general leadership for the church's prayer activities. Together with the pastor, the prayer coordinator gives energy and direction to the church's prayer organization.

Appointing and publicly recognizing a prayer coordinator is vital for any church that wants to establish a separate prayer ministry.

Appointing a coordinator:

- **signals to the church that prayer is important**
- **brings attention to the ministry**
- **ensures that the ministry will not fade or be forgotten**
- **provides a way to recruit ministry participants and to encourage greater participation in prayer**

(The above information is taken from Face to Face with God, by Bjorn Pedersen [Augsburg].)

Possible Responsibilities

The responsibilities of the prayer coordinator are determined by the pastor and/or his designee. The following are some responsibilities that the prayer coordinator may fill, initiate, or oversee:

- Identifies key people in the church who are willing to pray or serve in leadership in the prayer ministry and enlists their support.
- Establishes a strategic prayer committee and serves as chairman of the committee. (The leadership responsibilities of the prayer ministry are divided among the members of the prayer committee.)
- Serves as a liaison between the pastor and church leadership and the prayer committee.
- Assists the pastoral staff in raising up their personal intercessory prayer support teams.
- Works with the prayer committee and church leadership to establish prayer for the corporate services.
- Works with the pastor and prayer committee in developing a mission statement for the prayer ministry and prayer strategy for the church.



Possible Responsibilities Continued

- Assists with the development of a prayer chain.
- Establishes a resource library on prayer.
- Works with Sunday school teachers and small group leaders to provide training, materials, and resources for their prayer curriculum.
- Helps plan and organize special prayer events in the church (i.e. prayer conferences, workshops, National Day of Prayer, etc.).
- Helps raise up and train prayer leaders who can establish and lead small group prayer.
- Works with the prayer committee and church leadership to set up a prayer room in the church.
- Develops an information network to keep everyone informed of prayer concerns.
- Serves as a liaison between his/her local church and the other churches of the city in cooperative prayer efforts.



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Sample Prayer Coordinator Job Description

This is a sample job description, to give you some ideas for creating your own Prayer Coordinator Job Description. Our sample is quite detailed, and sets a very high standard for the position. Your church may have different needs.

Job title: Church-wide prayer coordinator

Reports to: Senior Pastor

Department: Worship and Arts

Classification: Part-time Staff

Job summary:

The prayer coordinator is a member in good standing with _____ Church, whose purpose is to organize, schedule, and provide general leadership for the church's prayer activities.

Prerequisite qualifications:

A. Membership: Must be an active member and financial supporter of _____ (having attended the membership class).

B. Experience: Two years church attendance at _____ and served on the prayer action team for one year.

Skills, knowledge, abilities, qualifications:

- A love and devotion to prayer
- Ability to lead, organize, and delegate
- Well-grounded in the Word of God
- Ability to teach and train others in prayer
- Ability to facilitate small groups and corporate prayer
- Ability to listen, think clearly and creatively (good judgment)
- Ability to work with people individually and in a group (a team player)
- Sensitivity to different cultures and tolerance of differing theological views
- Friendly and patient approach (non-reactive) to disagreements and differences of opinion
- A committed and caring person
- Flexible attitude and a willingness to learn
- Moral purity, honest with a sense of Christian values
- Spiritual maturity with the ability to give good Christian counsel

Duties, Tasks, Responsibilities



- Pray for and promote opportunities for others to pray for (church name)
- Develop a prayer action team (under Senior Leadership Team approval)
- Develop and train the Pastor's Intercessory Teams (P.I.T. Crews)
- Establish and maintain a prayer room
- Conduct training on prayer
- Assist senior pastor in facilitating weekly staff prayer meeting
- Oversee small group and corporate intercessory prayer meetings
- Organize days of corporate prayer and fasting (quarterly)
- Conduct "Time with God" personal prayer retreats
- Mobilize strategic prayer for emergencies and in times of crisis
- Conduct all-night prayer meetings as scheduled
- Train, oversee, and maintain the altar prayer ministry team
- Train and resource all department heads to lead and maintain prayer in their respective areas
- Link (church name) with local, national, and international prayer initiatives

(Signed and dated by Pastor and Prayer Coordinator)



How to Start a Church Prayer Leaders' Network in Your City/Region

Establishing a network of church prayer leaders in your city will help strengthen prayer in the local churches, and will help link churches for united fervent prayer for the community, state, nation, and world. The name Church Prayer Leaders Network (CPLN) is the official name of a national organization, and is in the process of being trademarked. The CPLN is glad to assist any ministry that seeks to raise up a regional network in their city, and the CPLN would love to have that regional network affiliate with them. Simply contact the CPLN to discuss such an affiliation. When such an arrangement is made, the CPLN is happy to allow use of its name in a regional title (i.e. Greater Phoenix Church Prayer Leaders Network; Boston Metro Church Prayer Leaders Network , etc.). It is illegal to use that name without the CPLN's permission.

Following are suggested steps for establishing a network:

- 1. Pray for God's direction and timing.**
- 2. Secure a commitment of other local church prayer leaders who agree to serve on a task force.**
Make sure that they are pastor-designated church prayer leaders, that they obtain their pastor's approval to serve, and hold a good reputation in the community. Include prayer leaders from a broad cross-section of Christ-centered churches. It will be difficult to change the character of the network if you don't show inclusivity from the on-set. For example: if you are all from charismatic churches or all from noncharismatic churches, it will be almost impossible getting the opposite stream churches to join in.
- 3. Ask the pastors of the churches represented to serve on an advisory and endorsement board for the network.** An alternative suggestion for pastoral involvement is the pastors' prayer network in your city, if one exists.
- 4. Pray together as a team for unity, direction, favor, and timing.**
- 5. Appoint a chairperson and assign responsibilities. (See task force suggested job descriptions.)**
- 6. Schedule regular team meetings for the rest of the year.** We suggest that the team meet monthly at the same time and location if possible.
- 7. Secure a mailing list of pastors, churches, and prayer leaders in your city, if one exists.** If one does not exist, begin to compile one.
- 8. Set a date, location, and secure a speaker for the first network training event.** Plan ongoing training events, such as quarterly training breakfasts in a different Christian church each time, from 8:30 a.m. to noon on Saturday mornings.



Duties, Tasks, Responsibilities

- 9. Order prayer resources directly relating to mobilizing prayer in the church to sell at the event.**

Many vendors will allow you to place an order and return what is not sold. If you are unable to secure resources for the first meeting, ask a local bookstore to provide a book table (though you may need to educate them on what to bring since most will have books on personal prayer but very little on prayer in the church).
- 10. Send a letter to the pastors of your city** explaining your vision and asking them to send a prayer coordinator or prayer representative to the event.
- 11. Send a separate letter directly to any church prayer coordinators** you know.
- 12. Hold the training event.** You can serve a light continental breakfast and charge a \$10 fee to help cover the cost of the meal, mailings, printing, speaker honorarium, etc. Ask one of the pastors on your advisory board to be present and participate in the meeting. You may want to invite all the pastors of the city to attend the meetings as well, and expect some to show up.
- 13. Continue to build your database.**
- 14. Plan remaining events for the year.**
- 15. Continue to send invitation letters to both the pastors and prayer coordinators** for each training event. Even if the pastors don't attend the event, receiving a letter keeps them informed of the training you are providing their church prayer leaders.
- 16. The Church Prayer Leaders Network may want to sponsor an annual citywide prayer conference** to train intercessors and help unite the churches in prayer.



Starting a Church Prayer Leaders' Network

Sample Pastor's Letter

Dear Pastor,

It is extremely commonsensical that every flourishing ministry within a church has a point person-- music, youth, children--and prayer ministry is no exception.

Because the position of prayer leader is new to many churches, you may be asking, "How do I select the right person?" or "Where can my prayer leader get training for this specialized task?"

If your "point person" for prayer is involved in The Greater Phoenix Church Prayer Leaders' Network, then you already are experiencing the benefits first-hand. *Hundreds of prayer leaders are learning to raise up pastors' prayer partners, establish prayer rooms, effectively lead corporate prayer, and establish prayer curriculum for Christian education.*

Some 600 pastors, church leaders, and prayer coordinators attended our last training event. We don't want your church to miss out on the next seminar on:

Pastors, Prayer Leaders, and Intercessors
... *Building the House of Prayer*
Saturday, April 20
8:30 a.m. to 12 noon
at Covenant of Grace
906 E. Peoria Ave.
Phoenix, AZ


We have invited Eddie Smith, founder and president of the U.S. Prayer Center in Houston, Texas, to share the role of this vital team. A former pastor, Eddie is a national prayer mobilizer and author of *Intercessors and Pastors ...The Emerging Partnership of Watchmen and Gatekeepers* and *Help! I'm Married to an Intercessor!*

Cost for the entire seminar, including breakfast and training, is only \$10. To register, call the BridgeBuilders hotline at 602-977-1111 X 304. An RSVP is required by Wednesday, April 17...so call today. I look forward to seeing your prayer team there!

In the spirit of united prayer,

Cheryl Sacks

P.S. Please pass the enclosed letter on to your church prayer coordinator/team. And why not offer to pay their registration fee--it would be a wonderful way to show your appreciation for their tireless efforts.



Starting a Church Prayer Leaders' Network

Training Event-- Letter to the Host Church

Thank you for your willingness to host the Greater Phoenix Church Prayer Leaders' Training Event on Saturday, March 4. Dr. Terry Teykl will be our speaker and his subject will be "Establishing a Prayer Room in Your Church."

Approximate times for use of the room (including our set-up and pack-up time) are from 7:30 a.m. to 1:00 p.m. We would also like to do a preliminary set up of the room on Friday, March 3 at 2 PM.

Our meeting will go most smoothly if you could provide the following:

- A well-lit area for the speaker (raised if necessary), including microphone and podium.
- Recorded music playing quietly before the beginning of the program.
- Large tables (to seat 8-10 people), round if available, covered with tablecloths, arranged close to the speaker. (We usually have between 180-250 people in attendance).
- Three long rectangular book tables arranged around the perimeter of the room.
- Five resource tables arranged around the perimeter of the room.
- Two registration tables arranged at the entrance of the room with a smaller table for name tags and information
- Two long rectangular tables for buffet service of the breakfast foods.
- Two (2) servers from your church to serve the food and make sure the platters remain full.
- Pitchers for water and juice and a 100-cup coffee dispenser, platters for the food and a container in which to mix the orange juice.
- Clear, bold and bright signs strategically placed around the facility and parking lot giving directions to the location of the breakfast.
- A projector and screen for viewing of a video.

Thank you again for your willingness to be a part of this ministry. If you have any questions, please call _____ at (phone number).



Starting a Church Prayer Leaders' Network

Goals

The Church Prayer Leaders' Network is a network of prayer leaders from Christian churches within a city or region. The purpose of the network is to come alongside the local church pastors to start, strengthen, and expand prayer ministries in the local churches. The network's vision is to see every church in the city become a powerful "house of prayer for all nations." (Matt. 21:13)

The goals of the network are to:

- Assist pastors in raising up prayer coordinators and prayer ministries.
- Offer ongoing training for church prayer leaders.
- Offer opportunities for prayer leaders to network and pray together.
- Keep prayer leaders abreast of city, state, national, and global prayer initiatives.
- Raise up a prayer shield for pastors/Christian leaders throughout the city.
- Assist churches by providing specialized prayer resources.
- Assist churches with setting up prayer rooms.
- Assist churches in developing prayer strategies.
- Encourage cooperation among churches as they pray for their communities.
- Promote the linking of strategic prayer with evangelism.



Starting a Church Prayer Leaders' Network

Task Force Job Assignments

The role of the church prayer leaders task force is to give leadership to the citywide Church Prayer Leaders' Network. We recommend a task force of six to eight people. Make sure that they are recognized and designated by their pastor and that they have a good reputation in the community.

The following is an example of how a team might function and suggested job descriptions for each task force member.

Chairperson: leads the team meetings and serves as the primary liaison to the pastors, churches, and prayer leaders in the community. It is helpful if this person has some measure of visibility in the community.

Administrative assistant: assists the chairperson in scheduling task force meetings, church prayer coordinator training events, taking minutes, corresponding with speakers.

Books and Resource: orders books and resources for the book table; keeps inventory list updated, pays bills related to book purchases, secures and oversees volunteers to man the book table.

Database manager: is in charge of assisting the chairperson in obtaining mailing lists of pastors, churches, and prayer leaders in the community; updates or oversees volunteer to update database; runs labels for first class mailings or facilitates bulk rate or non-profit mailings.

Prayer Coordinator: is an established prayer coordinator who mobilizes prayer coverage for the task force. His/her church may also provide the church location for task force meetings.

Secretary: makes calls to remind, notify, or change dates of task force meetings, or to distribute urgent messages or prayer requests to the task force or city prayer coordinators.

Church Prayer Coordinator Seminar

Name:
Home Address:

Phone: (H) (M)
Email: _____

Area of Local Church Prayer Involvement:

- Pastor
- Pastor Designated Prayer Coordinator
- Church Prayer Representative
- Prayer Team Member
- Other

Your Pastor's Name:

Name and Website of the Church You are Representing:

We Want To Hear From You

Please check here if this is your first time attending a CPC seminar

I am interested in:

Receiving information about the Church Prayer Coordinators' Network

Receiving information about current prayer alerts for:
__ city __ state __ nation

Your Comments About Today's Seminar:

(Please use the back of this form for additional comments)

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Agenda

Church Prayer Coordinators' Network Training Seminar
Hosted by the Local Church Prayer Coordinator's Network

Continental Breakfast

Greeting

Cheryl Sacks, Director, Church Prayer Coordinators' Network

Opening Prayer

Brian Goodall, Prayer Coordinator First Christian Church

Praise and Worship

Gerald Fercho

Group Prayer

Small group prayer for churches and prayer leaders

Resource Sharing

Break

Teaching

David Butts, Harvest Prayer Ministries
Making Prayer a Part of Every Ministry in Your Church

Calendar & Announcements

Announcement 1
Announcement 2
Announcement 3

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