

KURRI KURRI BAPTIST CHURCH

Prayer Ministry Coordinator Role Description

Document 43	
Replace existing document?	Yes
Version:	3.0 Change of title, term, addition of volunteer category
Model Document Credit:	N/A
Details of superseded documents:	(Version 2.1) Prayer Coordinator Role Description. Reviewed and updated by Governance Body on 30/6/2024 (Version 2.0) Prayer Coordinator Role Description. Reviewed, updated, reformatted and adopted by Governance Body on 18/9/2023 (Version 1.0) Prayer Co-Ordinator [NEW ROLE] Prepared and reviewed by Ministry Leaders and Transition Team (as per report October 2020)
Adopted by governance body on:	18/9/2023
Last date reviewed:	1/7/2025
Review due date (annual review):	1/7/2026

Note: Throughout this document, “Church” refers to Kurri Kurri Baptist Church (KKBC), the local Church which adopted this document.

Role Title

Prayer Ministry Coordinator

Role Description

Coordinate the Church prayer ministry

Responsibilities

- Adhere to the Church Privacy Policy, ensuring confidentiality is always maintained
- Promote prayer, prayer resources and prayer opportunities to the Church family
- Coordinate prayer occasions
- Pass on prayer points to the Bulletin Coordinator, with the consent of the individual when required
- Create prayer chain links
- To be responsible for maintaining one's own physical and spiritual wellbeing, seeking assistance as required if feeling overwhelmed or burdened

Prerequisites and/or skills required

- Church member, and/or agree with the "Responsibilities of Membership" listed in the Constitution (5.c.)
- Compliance with the Procedure for Staff and Volunteers (Category 2b - Volunteers not in leadership roles or engaged in child-related work or work with vulnerable adults)
- Be a mature Christian, with the ability to maintain confidentiality
- Demonstrate love for prayer ministry

Supported by

- Church Leadership, and Church

Term

- Nominated by a regular Church attendee (Member or Non-Member) and affirmed at the Annual Church Meeting
- One year term, with eligibility for re-nomination for subsequent terms

Reporting to

- Pastor and Elders

Reporting method and frequency

- Due to the sensitive nature of this role, reporting shall be to the Pastor and Elders as required, and with confidences upheld