

PRAYER MINISTRY ASSISTANT

Job Description

OBJECTIVE:

The Prayer Ministry Assistant is a part-time, non-exempt position serving the prayer ministry of the church. This position reports to the Prayer Ministry Coordinator for daily work assignments and other duties as directed.

RESPONSIBILITIES:

1. Collect, verify, and communicate prayer requests
2. Maintain and monitor prayer ministry webpage and social media
3. Promote Prayer Ministry events & projects:
 - a. Develop graphics
 - b. Coordinate promotions in our church/community
 - c. Aide the Prayer Special Events Coordinator
4. Schedule and train volunteers for both prayer rooms for church members, community and staff
5. Manage/maintain prayer resources, handouts, tracks and bulletin boards.
6. Publish a monthly newsletter from prayer staff input
7. Serve as liaison for Prayer Groups (God's 100) – booking rooms, graphics, flyers, etc.
8. Contact new BHBC members to welcome them, to offer to pray for them, and to invite them to be a part of prayer coverage for our church.
9. Work as a team with Prayer Ministry Staff, Prayer Leadership Team, church staff, and volunteers to assist with prayer responsibilities
10. Serve as back up for publishing the "Prayer Messenger."
11. Other duties as assigned by the Prayer Ministry Coordinator.