



Position Title: Prayer and Care Ministry Coordinator (Full-Time; 40 hours/week)

Position Summary

The role of the Prayer and Care Ministry Coordinator is to facilitate the Prayer and Care ministry at WoodsEdge and provide support to the Prayer and Care Pastor. This role is also the center hub of communication for the team and provides vital support to the Prayer and Care pastors.

Key Roles and Responsibilities

- Support the Prayer and Care Pastor, including scheduling, preparing reports, assisting with budgets, expense reports, calendaring, team meetings, etc.
- Assist with execution of details for Wednesday Night Prayer Service, including setup and teardown, communication, creative elements, and print materials
- Communicate with the Tech team for service details
- Coordinate and communicate with prayer groups that meet before the Prayer Service
- Coordinate details and prepare materials for Tuesday prayer gatherings
- Coordinate quarterly Staff Days of Prayer—scheduling of location, meal planning, and resources
- Coordinate and support Prayer and Care ministry special events
- Coordinate with Communications team for announcements, social media blasts, communication pieces, banners, promo days, etc. for Prayer and Care team
- Implement the use of Planning Center Online for Prayer and Care records and volunteer communication
- Produce newsletter for Prayer and Care ministry
- Support the in-office Prayer and Care team including maintaining team calendar events in Outlook, ordering supplies, ministry data management, and facilities requests
- Manage team events calendar and vacation calendar oversight
- Prepare documents, reports, metrics, and communications
- Oversee calendaring prayer events, meetings, and room usage
- Update information in Planning Center as needed
- Coordinate details for prayer classes, groups, meetings, conferences, trips, trainings, retreats, and logistical forms
- Provide administrative support for prayer ministry: prayer partners, freedom prayer, prophetic team, and prayer classes
- Oversee storage for Prayer and Care team
- Execute logistics for Prayer and Care Pastor travel and conferences, as well as team travel when necessary
- Assist with computer and technology needs of Prayer and Care team
- Effectively communicate in a timely manner (in most cases, within 24 hours)
- Operate within designated budgets and guidelines
- Meet reasonable deadlines
- Intentionally disciple others

Success Outcomes

- Accurate, timely, fluid, and consistent execution of details
- Forward-thinking, mature, and dependable representation of the needs of the team
- Timely, creative, clear communication

Requirements

- Love Jesus
- Actively pursue a life dependent on God in prayer
- Lead with a servant's heart and humility
- Mature Christ follower who is self-aware and demonstrates emotional intelligence
- A person of integrity and can maintain confidences
- Dedication to resolving conflict and extend grace to others
- Respect authority and foster unity
- Embrace "When Helping Hurts" practices (by Steve Corbett & Brian Fikkert)
- Pursue personal wholeness and healing in Christ
- Possess a deep desire to see people live in wholeness through unity with Christ
- Maintain healthy work/life balance
- Some ministry experience preferred but not required
- College diploma or equivalent preferred but not required

Staff Expectations

- Commitment to personal time with God every day to pursue a heart that loves Jesus
- Participation in staff prayer, staff meetings, training sessions, retreats, ministry-related classes, trainings or events, and all staff events as required
- Commitment to ongoing personal growth in spiritual maturity and professional growth
- A valuable team player that seeks to make others better through service to others, development, leadership, collaboration, and healthy conflict resolution
- A lifelong learner willing to be coached, evaluated, and held accountable
- Passion for welcoming and connecting people to God, His church, and one another
- Active prayer intercessor
- Agreement with our Statement of Faith and demonstration of faith through actions and lifestyle
- Ownership of the WoodsEdge mission & values emphasizing prayer, passion, humility, and kingdom-mindedness
- Attend WoodsEdge Community Church

Performance Measures

- Getting it Done—ability to perform role and responsibility; work ethic
- Moving the Needle—success outcomes and the ability to deliver excellence to your role for the good of WoodsEdge's initiative
- Practicing Greatness—commitment to ongoing spiritual, personal, and professional growth.
- Living it Out—strong commitment to living out WoodsEdge's mission, vision, and values
- Building Teams—seeks to make others better through development, leadership, collaboration, and healthy conflict resolution
- Coaching & Feedback—willingness to be coached, evaluated, and held accountable