



POSITION DESCRIPTION

POSITION TITLE:	Associate Director, Prayer & Care
DEPARTMENT:	Prayer and Care Ministry
CLASSIFICATION:	Full-time, Non-Exempt
LEADERSHIP LEVEL:	Coach
DATE UPDATED:	8/26/2019

REPORTING RELATIONSHIPS:

POSITION REPORTS TO: Associate Pastor, Prayer and Care

POSITION SUPERVISES: Unpaid Care Ministry Team Leaders, unpaid Prayer Team Leaders

POSITION PURPOSE:

Provides support to the Prayer and Care Pastor the Good News Prayer and Care Ministries in order to successfully and effectively minister to those with prayer and care needs. Strives to help meet the ongoing needs of the Good News body. Uses skills and resources to minister to those who have physical, emotional or spiritual needs. Recruits, trains, and develops all Prayer and Care Ministry team members.

RELATIONSHIPS:

1. Reports directly to the Prayer and Care Pastor.
2. Communicates with and coordinates church members for various church involvements and volunteerism. Serves as a role model in- and promotes the faith.
3. Directly supervises the unpaid Care Ministry Team Leaders and some of the Prayer Team Leaders.
4. Interacts daily with peers in support of the initiatives of the Prayer and Care Ministry and Good News Church initiatives.
5. Interacts with Directors/Pastors of other departments/ministries in support of Prayer and Care initiatives as well as other events and activities for Good News Church.
6. Connects with the Executive Team for team building, for approval of events, and in support of Good News Church initiatives.
7. Utilizes church vendors on an as needed basis for events.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Prayer and Care Ministry Leadership (40%)

- Maintains communication and updates Prayer and Care Ministry team members.
- Participates in the creation and development of departmental curriculum and trainings.
- Conducts and facilitates training for all of the Prayer and Care Ministry areas regarding curriculum for specific teams, ministry and church procedures, and expectations.
- Directs the work of Prayer and Care Ministry Team by delegating tasks and providing direction and specification for the work assigned. When not leading one of the ministry teams, is participating as a team member.
- Develops Prayer and Care Team by providing consistent, regular feedback.
- Promotes and sees to the leadership development of the Prayer and Care Teams.
- Assists team members by answering questions, problem solving, locating resources or answers, and following up to ensure needs were met/problems were effectively resolved.
- Participates in the identification and recruitment of the various unpaid Prayer and Care team members and leaders as needed.
- Helps to plan, execute, and sometimes teach at the annual Prayer Conference.
- Oversees other essential areas of Care Ministry.
- Other duties as assigned.

Ministry (40%)

- Responds to all prayer and care needs as fitting per each circumstance. Examples include planning for hospital visitation, arranging meals, and coordinating transportation to medical appointments. Coordinates with Prayer and Care team members to fulfill these varying needs.
- Prays for and with those who are sick or for the various needs and challenges of church members and colleagues.
- Provides Spiritual Direction, insight, and support by meeting with those church members or attendees who need counseling or someone to minister to them per their personal situations utilizing prior training & education, Biblical knowledge, experience, leadership, and prayer.
- Makes in-person hospital, home, and care facility visits.
- Participates in Deliverance sessions if there is a need for more team members.
- Fills in as prayer or worship leader as needed.
- Facilitates a quarterly Nightwatch prayer meeting that runs from 10:00 pm to 3:00 am.
- Other duties as assigned.

Prayer and Care Ministry Administration (20%)

- Follows communication systems and processes to assure information regarding the Prayer and Care Ministry flows appropriately throughout the organization.
- Monitors and responds to department emails and calls; providing prompt responses to internal and external stakeholders including Church Members/Attendees.
- Performs calendar and group management tasks in Church Community Builder software as needed.
- Conducts additional administrative support functions utilizing the Church Community Builder software such as process new ministry team applications.
- Leads noon prayer meeting twice per month. Helps to plan the service. Sets up the all ministry areas needed, including Prophetic and prayer cards, and coordinates with the usher. Fills in as needed at other times.
- Assists with the Pre-Marriage ministry by fulfilling Associate responsibilities as needed.
- Schedules and attends various relevant church and department meetings, lunches, and trainings per availability.
- Assists the Prayer and Care Pastor in preparing the Prayer and Care Ministry budget for approval.
- Other duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES:

EDUCATION / CERTIFICATION: Bachelors degree or equivalent combination of education and ministry/work experience. Must possess a valid driver's license and eligibility to be put on Church auto insurance.

EXPERIENCE: Minimum 6 months clerical experience and 1 year ministry/volunteer experience. Experience with Microsoft Office necessary, including word processing and database software. Experience facilitating communication with various stakeholders throughout an organization. Experience with the Planning Center helpful. Prior experience training and leading others.

KNOWLEDGE/SKILLS / ABILITIES: Effective verbal and written communication skills. Strong attention to details. Ability to organize and prioritize work. Excellent time management skills. Strong computer skills with ability to learn and utilize new programs as needed. Ability to interact with others with tact and compassion. Bible and doctrine knowledge.

LEADERSHIP ATTRIBUTES: Doer, Teachable, Spiritual Velocity, Influencer, Spirit Led, Team Player, Developer, Strategic, and Listener.

EVALUATION:

New Hires are evaluated on a 30-60-90 day basis. The evaluation of work performance will be ongoing, will be carried out by the Director or Pastor to which the position reports, and will include the specific duties and responsibilities of this description plus employee attitude and general working behavior. Formal evaluation will normally be performed annually, typically early December, but may be instituted at other times by the Executive Team as needed.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:

The work environment characteristics described here are representative of those an employee would encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the work environment characteristics are typical of that of normal office working conditions. The noise level in the office work environment is usually quiet while noise levels may be moderate in the classrooms or at events.

<u>Duty</u>	<u>Average % of Time</u>	<u>Pounds (lb.)</u>
Sitting	50%	
Standing	30%	
Walking	20%	
Climbing Stairs	<1%	
Reaching Overhead	<1%	
Lifting	5%	
Up to how many pounds (lbs.)		Up to 20
Kneeling, crouching, squatting	<1%	
Bending	5%	
Pulling or Pushing	<1%	
Up to how many pounds (lbs.)		Up to 20
Manual Dexterity	60%	
Visual Acuity	60%	
Talking and/or hearing: Communicates; Detects; Converses; Discerns; Conveys; Expresses oneself;	85%	

Discusses; Exchanges Information; Ability to hear normal conversation.		
Working with machinery (office)	80%	
Computers, printers, phones, fax machines, etc.		

SALARY:

The salary for this position is negotiated between the individual and the Executive Team using approved methods such as a combination of Market rate for a comparable position, wage/payroll surveys listed in Church/Denomination publications, and what existing employees in the same classification are earning.

DISCLAIMER:

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded.

Knowledge, skills and abilities included have been determined to be the minimal standards required to successfully perform the duties of the positions.

In no instance however, should the duties, responsibilities and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodation will be made which may impose undue hardships on the organization.

Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by the law.

Employee Signature: _____

Date: _____

Employer Signature: _____

Date: _____