



Prayer Center Ministry Associate

This is a full-time position working Sunday through Thursday.

About this role: Facilitates the ministry of Prayer Team volunteers and supervises the Prayer Center operation

What you will do:

- Recruit, train, and coach volunteer team members.
- Maintain volunteer schedule.
- Lead team devotions.
- Facilitate team prayer and assign prayer requests to team members for response.
- Summarize prayer requests and give weekly salvation names to Pastor Duane.
- Responsible for all regular resources sent from the prayer team.
- Maintain daily prayer request logs.
- Process daily prayer call forms and weekly Your New Life download requests.
- Process returned prayer-related mail.
- Send birthday and sympathy cards to volunteers and RLC Staff members.
- Return calls and pray with callers who leave voicemails.
- Enter viewers' coding, information, and communication into the database and Excel.
- Participate in fundraising events.

What you bring:

A: Qualifications

- Must possess a working knowledge of the Bible and Biblical principles and be able to pray with people.
- Must possess leadership and communication skills
- Must be proficient in Google Suite

B: Characteristics

- Have the ability to be self-motivated and to perform daily responsibilities when unsupervised.
- Must exhibit a personal and growing relationship with God and a teachable spirit.
- Must be committed to continual learning and growth. Must agree and align with the mission, vision, and leadership of Res Life Church.
- We expect that this role will attend one Sunday morning service weekly in person to become or remain familiar with our culture, beliefs, and structure, and more effectively fulfill this role.
- We request this role to actively volunteer for a Res Life ministry outside their work role and schedule to support our goal of winning souls and making disciples.

Physical Requirements:

This position may require lifting up to 25 lbs.