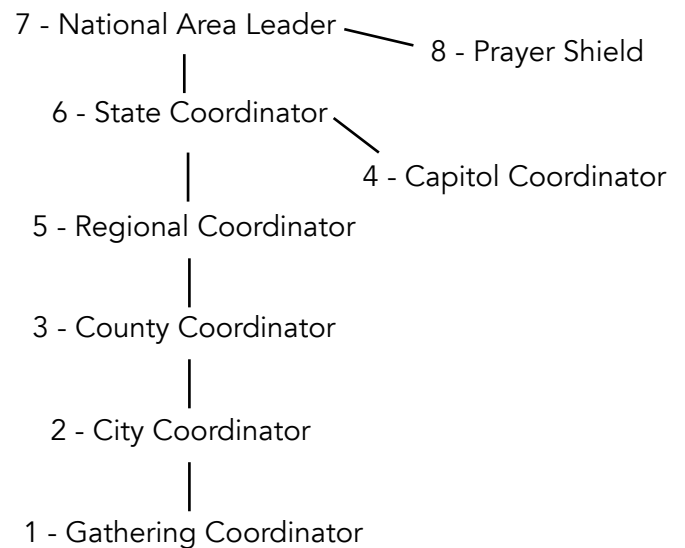


COORDINATOR NETWORK JOB DESCRIPTIONS

The purpose of the Coordinator Network outlined below exists to divide the work and provide frontline support in our mission to cover every community and county in our nation with prayer on the First Thursday of May (NDP) and throughout the year. The State Coordinator will be the point of contact for all coordinators in their state, unless otherwise noted.

COORDINATOR NETWORK STRUCTURE

1. Gathering Coordinator
2. City Coordinator
3. County Coordinator
4. Capitol Coordinator
5. Regional Coordinator
6. State Coordinator/Co-State Coordinator
7. National Area Leader (NAL)
8. Prayer Shield



1 - GATHERING COORDINATOR POSITION SUMMARY

This position exists to coordinate and support a singularly focused prayer observance on the First Thursday of May (NDP) at a church, business, school, public location, home or other appropriate location for prayer. Gathering coordinators are expected to be in contact with local NDP community/city coordinators who provide direct oversight, guidance, encouragement and prayer covering while serving as the first line of support for this position.

PRINCIPLE DUTIES/RESPONSIBILITIES

- Visit website for on-going information, prayer alerts, volunteer coordinator updates, training tools
- Responsible for reading weekly Thursday inspiration e-newsletter for prayer updates and opportunities.
- Gathering Posting: Post on the national website gathering listing as early as possible all prayer gatherings helping to coordinate for the First
- Thursday of May to enable those seeking gatherings in your area to plan to participate and get information as needed. Post prayer efforts in your area that are offered throughout the year to encourage more local prayer mobilization. If there is a local NDP site, link to the national site for continuity of national media campaign and national gathering listing.
- Gathering Reporting: Fill out the on-line brief report after NDP every year in May. Gathering report data supports the network at large, efforts of the NDP President and media to praise, track, and share the power and results that come forth from fervent prayer.
- On-going, local prayer mobilization support is highly encouraged.

1 - GATHERING COORDINATOR POSITION *continued*

REPORTING

This position reports to and is directly accountable to the Community/City Coordinator, County Coordinator, Regional Coordinator, or State Coordinator.

Gathering Coordinator positions are recruited and filled by the Community/City Coordinator.

2 - COMMUNITY/CITY COORDINATOR POSITION SUMMARY

This position exists to pray for, coordinate with and support the local prayer efforts of gathering coordinators, build relationships with churches, pastor networks and prayer ministries on the First Thursday of May and throughout the year within a given community. This position is responsible for facilitating a citywide strategy for prayer gatherings and ongoing mobilization by establishing working relationships with fellow Christians, pastors, prayer leaders, houses of prayer and civic leaders within their community. They promote the NDP gatherings, recruit and develop gathering coordinators, and work with area churches, prayer groups and networks. They may also be called on to lead their city in prayer when there are local or national calls to fast and pray and in times of local celebrations or tragedies.

PRINCIPLE DUTIES AND RESPONSIBILITIES

- Support and coordinate with the existing local NDP prayer efforts.
- Facilitate a citywide gathering or strategy: work with local leaders to develop a program, budget and operational plan to unite the city in prayer on NDP with one or several local gatherings.
- Develop a citywide promotional campaign with church, business, and media channels.
- Promote NDP gatherings; develop coordinators with area churches. Contact the city churches to identify prayer coordinators. Encourage them to be a part of the NDP volunteer team promoting the message to their church or even becoming a member of the citywide team or committee.
- Visit the [national website](#) for ongoing information, coordinator updates, and training tools.
- Responsible for reading weekly Thursday inspiration e-newsletter for prayer updates and opportunities.
- Gathering Posting: Post all your upcoming prayer gatherings on the national website with local contact information. A thorough gatherings search assists with National office updates, media searches and participants seeking an gathering to attend.
- Gathering Reporting: Fill out on-line brief report after NDP every year during May. Gathering report data supports coordinator network, Chairman and media efforts to praise, track, and share the power and results of prayer.

REPORTING

This position reports to and is directly accountable to the County or Regional Coordinator.

Community/City Coordinator positions are recruited for and filled by the County or Regional Coordinator.

3 - COUNTY COORDINATOR POSITION SUMMARY

This position is responsible for recruiting and supporting city coordinators in their county and communicating with the regional coordinator concerning their area. This coordinator may also support local prayer efforts and grow relationships throughout the year. They promote NDP gatherings and develop city coordinators in their county. They may lead more than one county in their state as assigned by the state coordinator until a coordinator is recruited for the vacant position in the county they are covering but do not reside in.

3 - COUNTY COORDINATOR POSITION SUMMARY *continued*

PRINCIPLE DUTIES AND RESPONSIBILITIES

- Oversee and support county coordinator network.
- Recruit and develop community/city coordinators, ongoing training support.
- Build relationships with leaders in the seven centers of influence and ministries in the county.
- Promotion of prayer mobilization through NDP Task Force
- Build relationship with existing local prayer initiatives.
- Pray for your county, communities/cities, and your coordinators.

NATIONAL WEBSITE (nationaldayofprayer.org):

- Responsible for reading weekly Thursday inspiration e-newsletter for prayer updates and opportunities.
- Visit site for on-going information, coordinator updates, and training tools.
- Gathering Posting: Oversee and post all your upcoming prayer gatherings on the national website, gatherings listing with contact information. A thorough gatherings search assists with National office campaign, updates, media searches and participants seeking an gathering to attend.
- Gathering Reporting: Oversee and fill out on-line brief report after NDP every year during May. Gathering report data supports coordinator network, President and media efforts to praise, track, and share the power and results of prayer.

REPORTING

This position reports to and is directly accountable to the Regional Coordinator or State Coordinator, if there is no Regional Coordinator in place.

County Coordinator positions are recruited and filled by the Regional or State Coordinator.

4 - CAPITOL COORDINATOR POSITION SUMMARY

This position exists to support the state coordinator and lead a committee as needed in helping to plan and carry out all details for the state capitol gathering on the First Thursday of May. They must keep the state coordinator informed and involved in all decisions and aspects of gathering planning. If the State Coordinator is able, the State Coordinator is to participate in the capitol gathering as the leader of the statewide NDP efforts, thus linking the state with the national office. Should the National Area Leader be in attendance for state observance, they too would be included in the gathering as appropriate.

All speakers and pray-ers asked to participate will sign the Speaker Commitment Form. The English language should be used; with translators as needed for participants or special program portions. Extend an invitation to the governor or other elected state level officials to give a greeting to attendees, read to state proclamation for NDP, lead the Pledge of Allegiance or attend to be prayed for during the observance as we obey the command of 1 Timothy 2 to pray for our leaders and all those in authority.

PRINCIPLE DUTIES AND RESPONSIBILITIES

- Gathering assistance; phone calls, emails, ongoing communications, program assistance, invitations, tracking progress of this high-profile state capitol gathering.
- Document through pictures, assists with thank you process, data management and other duties as assigned.

4 - CAPITOL COORDINATOR POSITION SUMMARY CONTINUED

NATIONAL WEBSITE (nationaldayofprayer.org):

- Visit site for on-going information, coordinator updates, and training tools.
- Responsible for reading weekly Thursday inspiration e-newsletter for prayer updates and opportunities.
- Gathering Posting: Post the upcoming capitol prayer gathering on the national website, gathering listing with contact information. A thorough gatherings search assists with National office updates, media searches and participants seeking an gathering to attend.
- Gathering Reporting: Fill out online brief report after NDP every year during May. Gathering report data supports coordinator network, President, and media efforts to praise, track, and share the power and results of prayer.

REPORTING

- This position reports to and is directly accountable to the State Coordinator.
- Capitol Coordinator positions are recruited and filled by the State Coordinator.

5 - REGIONAL COORDINATOR POSITION SUMMARY

This position exists to work with the coordinators in the region to facilitate efforts, promotion and training associated with the NDP and give further support to very large or population challenges within certain states. The position helps the State Coordinator recruit coordinators in the region and maintains relations with the coordinators in the region. The key to success will be to develop personal relationships with coordinators in the region and with the State Coordinator. Assist State Coordinator as needed and assigned to call the region assigned to prayer.

**This position is filled when deemed necessary by the State Coordinator, NAL and the National Task Force Office.

PRINCIPLE DUTIES AND RESPONSIBILITIES

- Coordinate and communicate regional efforts, promotions, and training.
- Identify and address the training requirements of coordinators.
- Help host regional and/or state prayer and training gatherings.
- Understand the promotional strategies at the local level and coordinate efforts for maximum exposure.
- Recruit and equip coordinators for the region.
- Provide the first line of support for planning and logistical issues
- Ensure coordinators apply online; maintain current database for region.
- Give guidance or help host local observances in the region regarding programming and logistical requirements.
- Help local or county coordinators solve problems and seek the advice of the State Coordinator as necessary.
- Communicate to the State Coordinator on successes and challenges.
- Develop personal relationships through prayer, encouragement and communication with coordinators in the region and with State Coordinator.
- Participate in the January Nightwatch prayer assignment and recruit NDP teams to join.

5 - REGIONAL COORDINATOR POSITION SUMMARY *continued*

NATIONAL WEBSITE (nationaldayofprayer.org):

- Visit site for on-going information, coordinator updates, and training tools.
- Responsible for reading weekly Thursday inspiration e-newsletter for prayer updates and opportunities.
- Gathering Posting: Oversee and/or post all your upcoming prayer gatherings on the national website, gatherings maps with contact information. A thorough gatherings search assists with National office updates, media searches and participants seeking an gathering to attend.
- Gathering Reporting: Oversee and/or fill out on-line brief report after NDP every year during May. Gathering report data supports coordinator network, President and media efforts to praise, track, and share the power and results of prayer.

REPORTING

- This position reports to and is directly accountable to the State Coordinator.
- Regional Coordinator positions are recruited for and filled by the State Coordinator.

6 - STATE COORDINATOR POSITION SUMMARY

This position exists to work with the coordinators across their state to facilitate efforts, promotion and training associated with the NDP. Develop a statewide prayer strategy. State Coordinators are responsible to host an observance at the State Capitol and secure the proclamation from the Governor. Provide ongoing frontline coordinator support. Develop personal relationships with their coordinator network and their National Area Leader. To effectively lead the NDP state efforts and represent the Task Force perspective within their respective states.

PRINCIPLE DUTIES AND RESPONSIBILITIES

- Coordinate and oversee all state efforts: coordinator recruitment, communications, promotions, training, and prayer mobilization.
- Identify the training needs of coordinators; travel and/or send resources in order to address needs; provide state/regional training annually.
- Recruit and train a team to support and share the responsibilities such as technology, gathering planning, training, etc.
- Ensure new coordinators apply online, welcome and integrate them into ongoing state communications, maintain current database for the state NDPTF.
- Identify creative, new, unique gatherings and share scope and ideas with NAL; ensure national gathering posting and reporting online.
- Responsible for ongoing communications with current coordinators.
- Recruit and equip coordinators for the state, building relationships with churches, prayer networks, houses of prayer, etc.
- Equip County, City, and Gathering Coordinators to build relationships with leaders in the seven centers of influence, and fellow prayer networks.
- Attend the annual NDP Leadership Summit hosted each fall.
- Host/oversee annual State Capitol prayer gathering. Invite state government officials to attend for prayer support, greeting audience; secure signed speaker agreement guidelines
- Host/oversee the Capitol Coordinator

6 - STATE COORDINATOR POSITION SUMMARY *continued*

- Annually secure the Governor's signature on the state proclamation sent to each State Coordinator from the national office. When received, forward to the national office.
- Responsible for reading weekly Thursday inspiration e-newsletter for prayer updates and opportunities.
- Participate in the NDPTF Pray for America calls on the first Thursday of every month.
- Participate in the January Nightwatch prayer assignment and recruit NDP teams to join.

STATEWIDE STRATEGIES

- Build towards prayer mobilization and gatherings in every community and county. Recruit through personal relationships and recommendations from family, friends, and other prayer networks, not recruiting people away from other networks and ministries.
- Develop promotional strategies and efforts for maximum NDP impact.
- Provide the first line of support for planning and logistical issues.
- Build state database for communications; ensure applications are received by the national office. Complete the review process, including contacting reference and providing notes from these conversations to the national office upon giving approval or declining and application.
- Give guidance to observance programming and logistical requirements.
- Problem solve with coordinator network.
- Communicate with NAL on victories and current challenges.

Develop personal relationships with their coordinators and National Area Leader through phone, email, virtual and in-person meetings, etc.

NATIONAL WEBSITE (nationaldayofprayer.org):

- Visit site for on-going information, coordinator page updates, and training tools.
- Gathering Posting: Oversee and/or post all your upcoming prayer gatherings on the national website, gatherings maps with contact information. A thorough gatherings search assists with National office updates, media searches and participants seeking an gathering to attend.
- Gathering Reporting: Oversee and/or fill out online brief report after NDP every year during May. Gathering report data supports coordinator network, President and media efforts to praise, track, and share the power and results of prayer.

REPORTING

- This position reports to and is directly accountable to the National Area Leader (NAL).
- State Coordinator positions are recruited, interviewed, and appointed by the National Area Leader with final approval by the National Office.

7 - NATIONAL AREA LEADER (NAL) POSITION SUMMARY

This position exists to oversee and support the State Coordinators with their area of responsibility and be a liaison to the National Task Force Office. NALs oversee a cluster of states within the nation. The position involves the development of personal relationships with each of the area's State Coordinators, the design of statewide strategies to implement observances and mobilize ongoing prayer, training plans to equip the State Coordinators and their network with oversight support to assist the entire national area.

7 - NATIONAL AREA LEADER (NAL) POSITION SUMMARY *continued*

PRINCIPLE DUTIES AND RESPONSIBILITIES

- Liaison and extension of the National Office and mission.
- Work in conjunction with National Prayer Mobilization Liaison and other NDPTF staff.
- Participate in conference calls with national office on second and fourth Friday's on each month.
- Annual strategy/retreat meeting with National Office.
- Grassroots movement: Share victories, identify concerns, needs and opportunities, prayer alerts, messages, remain prepared as spokespersons from the respective national area.
- Keep abreast of the national and regional prayer movement.
- Tracks with key Christian leaders, potential coordinator leader recruits.
- Host the national Pray for America call with your state coordinators as assigned on the first Thursday of one month each year.
- Prepares messages for key training needs, prepared as national speakers/prayer leaders.
- Coordinator Data: oversee new coordinators apply online; ensure current state databases.
- Oversee current data from state to national office; ensure state receives national data updates.
- Oversee training, equipping, recruitment, and reporting for national area.
- Organize and orchestrate the January Nightwatch.
- Attend and participate in annual NDP Leaders Summit, held in September.
- Develop training plans within states to increase effectiveness, support, and prayer ministry impact.
- Oversee flow of training resources to coordinators: web, state training days, national summit, phone, email support, social media presence.
- Ensure the vision, mission, consistent promotion, and presentation messages at observances through NDP website and resources.

DEVELOP A BUDGET

Establish a non-profit account through an existing non-profit local church or Christian ministry or establish their own non-profit status, 501(c) (3) to receive donations.

* Note that an NDP area 501(c) (3) must remain connected to the National Day of Prayer TF regardless of who originally initiates and obtains the status. The 501 (c) (3) will remain attached to the NDP area and will be connected to the current National Area Leader of that specific area. NAL will relinquish all responsibility and claim to the status upon resigning from their NAL position.

STATE COORDINATOR SUPPORT

- Develop a personal relationship with each of the State Coordinators: ongoing prayer support, guidance, ideas, communication, discipleship, mentoring, equipping, and problem solving (email, phone, virtual & in-person meetings).
- Ensure Biblical integrity in all state networks; keep Kingdom focus.
- Develop state strategies to implement prayer observances.
- Assist in developing plans for recruiting, budgeting, funding, obtaining proclamations, promoting gatherings and participating in prayer initiatives.

7 - NATIONAL AREA LEADER (NAL) POSITION SUMMARY continued

NATIONAL WEBSITE (nationaldayofprayer.org):

- Visit site for on-going information, coordinator updates, and training tools.
- Subscribe to the NDPTF weekly articles and information emails

REPORTING

This position reports to and is directly accountable to the National Prayer Mobilization Liaison, and the President of the NDPTF. National Area Leader positions are recruited and appointed by the President of the National Day of Prayer Task Force.

8 - PRAYER SHIELD

The Prayer Shield exists to intercede for the coordinators operating in their assigned state or area.

PRINCIPLE DUTIES AND RESPONSIBILITIES

- Participate in all calls/communications among teams.
- Remain in steadfast prayer for team members.
- All prayer needs shared team members are confidential, unless permission is otherwise given.
- other responsibilities as assigned by SC or NAL, as agreed upon by other parties.