

Prayer Group Coordinator

➤ **Overview**

Under the direction of the Pastor, the Prayer Group Coordinator oversees and supports the Prayer Group. The Prayer Group gathers on an ongoing basis to pray, reflect, read scripture and share personal experiences.

➤ **Activities/Responsibilities**

- Maintains contact list of Prayer Group members and those interested in joining.
- Plans, develops and initiates prayer group gatherings by scheduling presenters, clergy and religious and other guests.
- Coordinates and supports other Prayer Group related activities.
- Develops and promotes special Prayer Group events within the parish.
- Brings to the attention of the Pastor any matters related to the spiritual needs of the participant.
- Encourages participants to actively participate in prayer group gatherings.
- Liaise with the Catholic Charismatic Renewal Counsel (CCRC) for ongoing support and direction.
- Ensures that appropriate materials are available for the program and to communicate the purchase of required resources to the Pastor.
- Observes confidentiality with private matters of the participants.

The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the ‘Other Specifics’ box for duties that are specific to this parish.

Other specifics:

➤ **Skills, Experience, and Qualifications**

- Is a fully initiated member of the Catholic Church in good standing.
- Must be at least 21 years of age.
- Is recognized within the parish community as a person of good reputation.
- Must have a good understanding of and commitment to the principles of the Catholic Charismatic Renewal Counsel (CCRC).
- Must have a working knowledge of Scripture and the teachings of the Catholic Church.
- Has appropriate leadership and facilitation skills.
- Has good organizational skills.
- Can relate effectively and communicate clearly with others.

- In cases of emergency, knows contacts and/or procedures.

➤ **Personal Traits and Qualities**

- Desires to serve the community and to commit time and talents to this ministry.
- Is a prayerful leader who is open to study scripture and theology and who is willing to deepen one's own spiritual life.
- Honest, dependable and can maintain strict confidentiality.
- Respects the privacy and dignity of the housebound.
- Is comfortable in the presence of sadness and tears.
- Is at ease with social encounters, and can look people in the eye.
- Is friendly, patient and has good relational skills.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.
- Has a spirit of generosity and creativity.

➤ **Orientation and Training**

Standard parish orientation program.

Catholic Charismatic Renewal Counsel (CCRC) conducts a Life in the Spirit Seminar.

➤ **Participant Group**

Prayer group members, and others interested in joining the Prayer Group.

➤ **Support, Supervision, and Evaluation**

The Pastor is the first level of support, supervision and evaluation.

➤ **Length of Ministry Appointment**

___ year term.

➤ **Benefits and Working Conditions**

Will directly contribute to the spiritual life of the parish community.

Will have a direct impact on building community within the parish.

Will further develop leadership, communication and facilitation skills.

This is a volunteer position which requires a time commitment of ___ hours per week/___ hours per month.

Must be available to attend all regularly scheduled meetings.

Must be able to attend the orientation session and training sessions as required.

➤ **Screening Recommendations**

This is a High risk position.

Completion of a Volunteer Information Form is required.

An interview and personal reference checks are required.

A Criminal Record Check is required.

Training and orientation are required.

There will be supervision and periodic evaluations.

Participant follow-ups will be conducted.

This ministry position description accurately reflects the Ministry of Prayer Group

Coordinator currently practiced at _____.
(Parish Name)

Parish Volunteer Screening Committee

Pastor

Date

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