

State Prayer Coordinator Ministry Job Description

ROLE

- Comes alongside and works in cooperation with:
 - U. S. Director
 - Area Leadership Teams within state
 - Local prayer chairmen or Vice-president of Ministry Development
- Establishes, mobilizes, and encourages Aglow prayer groups and strategies in the state
- Ensures and encourages prayer training and mentoring in the state alongside Area and Lighthouse Leadership Teams
- Identifies and mobilizes intercessors and builds a communications prayer network within their state
- Works with the U.S Regional Director in the region and the International Prayer Director to mobilize the prayer strategies and prayer focuses of Aglow International

APPOINTMENT

The State Prayer Coordinator is appointed by and reports directly to the International Prayer Director and the U. S. Regional Director over her/his region. Before a coordinator is appointed, the U. S. Regional Director will solicit input from the state Area Presidents, the U. S. National Office and the International Prayer Director. The State Prayer Coordinator resigns by notifying the U. S. Regional Director and the International Prayer Director in writing.

QUALIFICATIONS

- Is a born-again believer in Jesus and is baptized in the Holy Spirit with the evidence of speaking in tongues and demonstrates the fruit of the Holy Spirit.
- Is recognized as one who has a heart for prayer, values prayer, and feels called to this avenue of service.
- Is in agreement with the Belief Statement of Aglow International.
- Completes a leadership questionnaire and sends it to the International Prayer Director.
- Is a current Aglow Covenant Partner.
- Is not currently serving as an Aglow officer, except under special circumstances, as prayer mobilization needs to be the primary focus. Past Aglow leadership is highly recommended.
- Those serving as heads of other ministries or who are heavily involved in other ministries should be willing to make their time of service as an Aglow leader a priority.
 - That ministry should not be promoted during Aglow meetings
 - Aglow mailing lists or email lists should not be used or shared by another ministry.
- Because of the demands of their workloads and schedules, those actively serving as full-time pastors, evangelists, or missionaries should not serve as an SPC. Exceptions may be considered.
- Is willing and able to relate to and work alongside local Prayer Chairmen and Lighthouse and Area Leadership Teams within the state, as well as the U.S. Regional Director and other SPCs.
- Has basic ministry, organizational, and relationship skills. Is apostolic in nature.
 - Able to motivate people to reach a goal
 - A self-starter who doesn't sit around and wait for things to happen
 - Stays on the cutting edge
 - Recognizes the challenges of a changing world and changes as necessary
- Must have internet and email accessibility.
- Is willing and able to teach and share about prayer.

- Is confidential, trustworthy, and careful not to listen to, participate in, or encourage gossip in the name of prayer and intercession.
- Regularly reads the Bible, has a basic knowledge of it, and seeks daily fellowship with the Lord.
- Attends one church regularly. (By "church" we mean a valid Christian assembly recognized as such in the community and by Christian pastors in the area, having as its pastor/minister a person similarly recognized.)
- Has the agreement of spouse, if married.

RESPONSIBILITIES

General Responsibilities

- Works closely with the Int'l Prayer Director and U. S. Director to implement Aglow's national prayer strategies and establish a statewide prayer communication system.
- Is alert to prayer needs and prayer activity in the state through networking with leaders in other prayer ministries.
- Maintains contact with the Area Team(s) and Lighthouse Prayer Chairmen in the state. The state's area leaders will provide lists of their Aglow Lighthouses and Prayer Chairmen.
- Encourages the establishment of a prayer group for the state capitol, with the help of the Area or Lighthouse Leadership Team.
- Encourages the establishing of Aglow prayer groups where none exist. The Lighthouse Leadership Team continues to be responsible to appoint and oversee prayer chairmen.
- Works with U.S Regional Director and Area Leadership Teams to coordinate prayer events or activities, such as statewide prayer gatherings. Organizes and chairs a planning committee for these events made up of representatives from Area Leadership Teams. **The U.S. Regional Director and Area Leadership Teams must participate in setting event dates.** The SPC may receive an offering at these events to offset yearly working expenses.
- Encourages Aglow partners to pray for Aglow Int'l.
- Promotes and mobilizes all Aglow international, national and regional prayer strategies and programs within the state.
- Encourages intercessors in the state to utilize the Aglow International website, www.aglow.org, as a connection with the prayer needs and network of the ministry worldwide
- Provides the U.S Regional Director and International Prayer Director with periodic reports about prayer activity in the state.
- Gives a copy of all communications with prayer chairmen to the Area Leadership Teams and the U.S Regional Director.
- Attends the annual Aglow conference and any State Prayer Coordinator training events. Helps with national and worldwide conference intercession, including prayer assignments before and during conference.

Prayer/Prophecy Communication Responsibilities

- All local prayer requests are referred to the Prayer Chairmen.
- If a prayer request affects an area, it is given to the Area Leadership Team.
- If the Area Leadership Team determines a prayer need impacts the whole state, it is referred to the State Prayer Coordinator.
- If the prayer request or prophecy has wider impact than state level, the SPC contacts their U. S. Director to activate the regional prayer network.
- When the prayer request or prophecy impacts the nation, it is referred to the International Prayer Director for possible activation of a national prayer network.

Financial Responsibilities

- SPC funds are kept in an Area account as Designated Funds for the SPC. These funds may only be used by the SPC for expenses directly related to the role of SPC. Funds are released to the SPC from the Area account upon request from the SPC.
- The SPC must provide receipts of expenses when requesting funds to be reimbursed from the Area account.
- Approved expenses include: travel related to SPC responsibilities, conference registrations, printing and postage, etc.
- Receives funds from:
 - Local prayer groups: Local prayer groups should take an annual offering and send it to the SPC.
 - Local and Area Teams: Local and Area Leadership Teams should take an annual offering or send a love gift from their treasury to the SPC.
 - State-wide prayer gatherings: The SPC may also receive an offering at statewide prayer gatherings.
 - It is recommended that Area Teams and Lighthouses send an offering to the SPC in the month of May if not on a regular basis.
- Keeps financial records of all income and expenses and sends an annual accounting of both, due by January 15, to the U.S Regional Director and the International Prayer Director.
 - Use the Annual Financial Report forms found provided by the Int'l Prayer Director. These forms are also on the SPC Resource website at <https://stars.aglow.org/>
- Any personal (honorariums etc.) funds received by the SPC should be reported as income on a personal annual IRS tax report. Personal funds such as honorariums are not deposited into the SPC funds with the Area unless the SPC wishes to give them as a donation.
- Keep good records, receipts, etc., as expenses will usually balance out any income claimed.
 - At the end of the year any excess funds may be left in the account so the SPC will not have to report it on personal income taxes for that year. Then continue to draw the funds out the following year to cover expenses.
 - Honorariums are not income for the working expenses of the position, therefore are not to be deposited into the Aglow International account. However, honorariums (less expenses) need to be reported as income to the IRS.
- When a State Prayer Coordinator leaves office, any remaining funds in the SPC account will be transferred for use by the incoming SPC.

Area Retreat and Event Responsibilities

The State Prayer Coordinator should attend as many area retreats as possible. Since some states have many areas and overlapping retreat dates, the SPC won't be able to attend them all. We recommend areas involve the SPC in retreats by:

- Waiving the registration fee and providing complimentary housing if at all possible
- Inviting the SPC to do some or all of the following:
 - Lead special prayer sessions and share the Aglow Int'l and state prayer vision at a general session
 - Meet with lighthouse prayer chairmen
 - Teach a prayer workshop or speak at a session
 - Be involved in other retreat prayer activity as the Area Leadership Team desires