

Australia Prays

State Events Coordinator Role Description. (July 2022)

Vision

To see the Kingdom of God established in Australia through prayer, fasting and intercession, for the will and glory of God the Father.

Mission

Together we mobilise the Body of Christ in Australia to pray, fast and intercede for the will and glory of God the Father.

Job title: State Events Coordinator **Reporting to** National Events Coordinator

State:

General Position Summary: Australia Prays mobilizes prayer in Australia. One key part of this is the annual National Day of Prayer and Fasting (NDOPF).

This is a voluntary Position to mobilise prayer, fasting and intercession in your State. To effectively build relationships with local church's prayer groups and coordinators on behalf of Australia Prays to lead the National Day of Prayer & Fasting (NDOPF) within their respective states. This position will begin with a 6 Month trial/evaluation period with the appropriate training provided.

Depending on the size of your State this position may have/need Regional and City Event Coordinators reporting directly. It will be the responsibility of the State Events Coordinator to assist the Regional and City Events, Coordinators.

- State Event Coordinators will be appointed by the National Executive Team of Australia Prays and report to the National Coordinator.
- State Event Coordinators will work to fulfil the Vision in their State by mobilising the body of Christ to pray, fast and intercede for the will and glory of God the Father
- This position exists to work with all the local church Pastors and prayer ministry coordinators across their own state to implement a state-wide strategy through recruiting, equipping, and supporting all coordinators.
- To establish new networks and connections with Christian leaders, Pastors and Prayer leaders.
- This position will be the first line of support for planning and logistical issues in each state.
- The key to success will be to develop personal relationships with their Regional, and City Coordinators to serve and encourage them to help them gather the body of Christ and mobilise prayer in their area.

Salary: The role is volunteer (non-remunerated) Expenses - some expenses may be reimbursed if pre-approved by the National Executive.

Hours: Hours will vary throughout the year peaking leading up to the National Day of Prayer and Fasting.

Key responsibilities & duties

The State Events Coordinator would be responsible for a wide variety of coordinating, administration, management, and communication responsibilities to **support the ministry of the NDOPF and ensure its success.**

Maintain good Christian witness and relationship with your local Church, event hosts and registrants

Duties of the role	Time spent	Competencies sought	Must have or trained
Prayer for your State	open	Heart after God for your State	Must have
Build Relationships with the body of Christ - Churches, Pastors, Prayer ministries/leaders and other Christian Leaders	15%	Good relationship building skills Good communication Christian character	Must have
Recruit and equip Local Church Coordinators	10%	Maintain relationships with church leaders and be able to relate to the challenges they face. Basic research skills to identify suitable churches in city suburbs and regional towns that may be able to host a combined church NDOPF event Effective communication skills in person, by phone, email, and other digital means.	Must have (Training will be provided)
Process the registrations received from the AP website and take the appropriate actions in response in a timely manner (as per the registration)	20%	Basic administration skills Ability to create and organise folders in email programs. Good organisational skills and attention to detail	Must have (Training on website CRM system provided)

<p>Updating and maintaining a current list of local church coordinators across the State</p>	<p>5%</p>	<p>Basic Excel skills</p>	<p>Must have</p>
<p>Contact registrants - to assist to place them in the correct event</p>	<p>20%</p>	<p>A good phone manner</p> <p>Basic Excel, Word, and email skills.</p> <p>Understands email etiquette</p> <p>Ability to motivate registrants to keep to their commitments and where applicable encourage them to host a combined church event.</p>	<p>Must have</p>
<p>Provide host and location information to inquirers and registrants</p> <p>Support host Churches and groups to host a prayer events.</p>	<p>10%</p>	<p>A good phone manner</p> <p>Basic Excel, Word, and email skills.</p> <p>Understands email etiquette</p> <p>Effective organisation skills</p> <p>Promotion and communication skills</p>	<p>Must have</p>
<p>Attend meetings and provide feedback to AP Executive and assistance to City Regional Events Coordinators of the State where applicable..</p>	<p>10%</p>	<p>Work as a team member of Australia Prays and contribute to discussions, improvements, and new ideas.</p> <p>Inform Australia Prays National Executive Team about issues that need to be addressed at a National Level</p> <p>Work with City and Regional Events Coordinators to coordinate activities Statewide and provide assistance to them where necessary.</p> <p>Attend the Annual Australia Prays Executive and State Coordinators Retreat.</p>	<p>Must have</p>
<p>Follow up coordinators Pre and Post NDOPF</p>	<p>10%</p>	<p>A good phone manner</p>	<p>Must have</p>

		Basic Excel, Word, and email skills.	
		Understands email etiquette	

Foundational Qualities as a State Events Coordinator

1. A committed believer and follower of Christ
2. An active and committed member in the body of Christ
3. Believes in The Apostles Creed - Below
4. Actively involved in prayer and fasting
5. Ability to build relationships, networks, motivate and lead others
6. Adherence to the Christian faith and evidence of mature Christian character.
7. A humble servant leadership, committed to work as a team and under direction from the National Coordinators.

Administration Skills essential for a State Coordinator

1. Good organisational skills and attention to detail
2. Good oral & written communication skills
3. Basic computer skills including CRM, Excel, Word, Email

Christian Faith and commitment

Committed to love and serve God
 Committed to love and serve your neighbour
 Committed to representing God well; in word and deed
 Committed to pray and mobilise prayer in Australia
 Committed to pray for and serve those in your team

The role requires a two to three-year commitment to establish relationships and build momentum in your State.

Vision, Mission and Beliefs

In accepting this role you believe in and commit to the fulfilling the vision, mission and beliefs of Australia Prays.

Vision

To see the Kingdom of God come in Australia through prayer, fasting and intercession, for the will and glory of God the Father.

Mission

Together we mobilise the Body of Christ in Australia to pray, fast and intercede for the will and glory of God the Father.

God the Father

“One God and Father of all, who is over all and through all and in all”. Ephesians 4:6

Together the Father, Son and Holy Spirit are the Holy Trinity, God three in One. 2 Corinthians 13:14

God is sovereign over all Nations and Kingdoms and reigns forevermore.
2 Chronicles 20:6

God is all-powerful, all-knowing and all-present.
1 Chronicles 29:1, Psalm 139:1-24, Revelation 22:13, Colossians 1:16

God is self-existing, eternal and everlasting.
Revelation 22:13

God is love.
1 John 4:16
God is Truth.

Jesus Christ - The Son of God and Saviour of the world.

Jesus Christ is the Word of God who became flesh and dwelt among us.
(John 1:1-5 and 14)

But when Christ had offered for all time a single sacrifice for sins, he sat down at the right hand of God

And we have seen and testify that the Father has sent his Son to be the Saviour of the world”.
1 John 4:14

The Word was with the Father in the beginning – Through Him all things were made. In Him was life, and that life was the light of humanity. (John 1:1-5, Colossians 1:15-20)
Jesus will come again. Matthew 24:29-31, Matthew 25:31-46

The Holy Spirit

Is the Spirit of truth. John. 14:17

The Holy Spirit is the third part of the Godhead and is fully God.
Romans 8:9, John 14:16-17, Ephesians 4:30

The Holy Spirit indwells believers.
1 Corinthians 6:19

“The Holy Spirit will convict the world concerning sin and righteousness and judgment:”
John 16:8

The Holy Spirit reveals what is to come.
John 16:13-14

The Word of God (The Bible)

The Word is living active, discerning thoughts and intentions.

Hebrews 4:12

The Word is good for teaching, for reproof, for correction, and for training in righteousness.

2 Timothy 3:16-17

The Word is God.

John 1:1

The Word is eternal.

Matthew 24:35

The Word of God brings life.

John 6:63

Believers - (Christians)

Are commanded to “Love the Lord your God with all your heart and with all your soul and with all your mind.” This is the first and greatest commandment. And the second is like it: ‘Love your neighbor as yourself.’ Matthew 22:38-39

Are to “go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit,”

Matthew 28:19

Are to be Holy.

Leviticus 19–20, Php 2:15

Are children of God.

Romans. 8:14-17

Are to deny their life and follow Jesus.

Matthew. 16:24-26

I have read and reviewed the State Event Coordinator Role Description I understand all the role duties and responsibilities. I believe in the Vision, Mision and Beliefs and I am committed and able to perform the essential functions and foundational qualities as outlined and will seek to do so with God’s leading and for His glory.

First Name _____ Signed & dated _____