National Day of Prayer Task Force Coordinator Responsibilities

Event Coordinator

General Position Summary: This position exists to **coordinate and support** a singularly-focused observance at a church, business, government building, school, home or other appropriate location.
Event coordinators are expected to be in contact with the area, county or city coordinators who provide direction, guidance, encouragement, prayer support, and general assistance as needed. The event coordinator is responsible to the city, county or area coordinator (if these positions are filled, otherwise state coordinator) as they provide oversight for activities of the event coordinator and are the first line of support for this position.

Community/City Coordinator

General Position Summary: This position exists to **pray for, coordinate with and support the local prayer efforts** of churches, pastor networks and prayer ministries on the National Day of Prayer and throughout the year. This position will also be responsible for **facilitating a citywide event** on the NDOP, **establishing working relationships** with key city influencers/decision makers, **promoting the NDP and local events** and **developing church coordinators in all area churches. They may want to also lead their city in prayer when there are National days of fasting and prayer or times of difficulties and tragedies.**

Principal Duties and Responsibilities

1 – Coordinate and support the local prayer efforts:

• Identify the prayer ministries, prayer networks, pastor's networks and church prayer leaders within the city or county.

• Develop a relationship with these organizations by attending their meetings, sharing the mission of the NDP, providing prayer support and participating in their prayer ministries when and where appropriate.

• Work with the local efforts to promote the NDP and gain their support and participation in calling the city to prayer.

2 – Facilitate a citywide event:

• Work with local leaders to develop a program, budget and operational plan to unite the city in prayer on the NDOP

• Identify 2 or 3 large "anchor" churches that will carry the program.

• Develop a citywide promotional campaign leveraging church and media channels.

3 – Establish working relationships with key city influencers/decision makers:

• Identify who the "gate keepers" are within the city and make personal calls to them and share your vision.

• Maintain contact with them throughout the year and have them

participate in the observances.
4 – Promote the NDP and local events and develop church coordinators in all area churches:
• Contact the churches within the city to identify their 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. Put them in contact with the national resource number to help promote NDP within their church.
• Establish a media plan for your city to promote the citywide efforts and the prayer message.

County Coordinator

General Position Summary: This position exists to **pray for, coordinate with and support the local prayer efforts** of churches, pastor networks and prayer ministries on the National Day of Prayer and throughout the year. This position will also be responsible for recruiting and supporting city coordinators in their county and communicating with the state coordinator concerning their area. **They will promote NDP and local events** and **develop city coordinators in their area.** They may take more than one county in their state.
Principal Duties and Responsibilities
1 – Pray for the Cities in your County and find city coordinators:
• Pray for your cities, city coordinators and county.
• If you do not have a city coordinator then identify the prayer ministries, prayer networks, pastors networks and church prayer leaders within the city or county and ask them if they would like to be an NDP city coordinator.
• Develop a relationship with these organizations by attending their meetings, sharing the mission of the NDP, providing prayer support and participating in their prayer ministries if there is not a city coordinator in your area.
• Work with the local efforts to promote NDP and gain their support and participation in calling the city and county to prayer.

District Coordinator

General Position Summary: This position exists to work with the state coordinator to give further support at the local level and is accountable to the state coordinator. Area Coordinators are responsible for many counties in their state. They may cover up to a fourth or more if needed of the state. They give support to the county, city and event coordinators for planning, training, recruiting as needed. Area, county, city and event coordinators are structured as state coordinator is able to recruit and as needed to best support the state.

Capitol Coordinator

General Position Summary: This position exists to work with the state coordinator and lead other volunteers in helping to plan and carry out all details for the state capitol event on the First Thursday of May.

Regional Coordinator

General Position Summary: This position exists to work with the Coordinators in the region to coordinate **efforts, promotion and training** associated with the NDP and give further support to very large 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. ****This position is filled only when deemed necessary by the State Coordinator, NAL and the National Task Force Office.

Principal Duties and Responsibilities

1 – Coordinate regional efforts, promotions and training:

• Identify and address the training requirements of Coordinators.

• Identify all the regional events and communicate to the State Coordinator.

• Understand the promotional strategies at the local level and coordinate efforts for maximum exposure.

• Responsible for updating and maintaining a current list of Coordinators across the region.

• Recruit and equip coordinators for the region.

2 – Provide the first line of support for planning and logistical issues:

• Ensure that national receives applications for local Coordinators.

• Give guidance to the local observance regarding programming and logistical requirements.

• Help local Coordinators solve problems that arise, and seek the advice of the State Coordinator when necessary.

• Inform the State Coordinator about issues that need to be addressed from the national level.

3 - Develop personal relationships with Coordinators in the region and the State Coordinator:

• Establish personal contact with the Coordinators in the region through phone, newsletter, and email.

• Create a prayer list of the needs for each Coordinator and pray for their unique personal and ministry needs.

State Coordinator

General Position Summary: This position exists to work with the Coordinators across their state to **coordinate efforts, promotion and training** associated with the NDP. They will carry the **responsibility for implementing the citywide strategy** through recruiting, equipping and supporting the Coordinators. State Coordinators are responsible to **host an observance at the State Capitol and the State Proclamation from the Governor.** This position

will also carry the **first line of support for planning and logistical issues**. The key to their success will be to **develop personal relationships with their Coordinators and their National Area Leaders**. To effectively lead the NDP state efforts and represent the Task Force perspective within respective states, this position is **expected to attend the annual Coordinator Conference, usually held in late October in Colorado Springs.** State coordinators have been appointed by the National Day of Prayer Task Force office located in Colorado Springs, Colorado.

Principal Duties and Responsibilities

1 – Coordinate state efforts, promotions and training:

- Identify the training requirements of Coordinators and travel or send resources to address needs.
- Identify all events within the state and communicate that back through the network by email, newsletter, mailing and post on national website.
- Responsible for updating and maintaining a current list of Coordinators
- across state.
- Recruit and equip coordinators for the state
- Attend the annual Coordinator Conference, usually held each October in Colorado Springs. Meet with coordinators within the state at
- conference for prayer, learning, and mutual support

2 – Host/oversee an event at the State Capitol:

- Coordinate an observance at the State Capitol or in the city that makes a public statement to the state government officials by being physically at the Capitol building and/or having them participate in the observance.
- Secure the Governor's signature on the state proclamation and forward it to the National Office so it can be presented to the President.

3 – Responsible for implementing the citywide strategies:

- Identify a minimum of three cities that could support a citywide event due to presence of large churches, strong pastor's network, numerous prayer ministries.
- Meet with the City Coordinator to establish a city plan
- Understand the promotional strategies at the city level and coordinate efforts for maximum exposure.

4 – Provide the first line of support for planning and logistical issues:

• Ensure applications are received from local Coordinators.
• Give guidance to the local observance programming and logistical requirements.
• Problem solve with the local Event Coordinators any issues that arise.
• Inform the NALs about issues that need to be addressed from the national level.

5 - Develop personal relationships with their Coordinators and National Area Leaders:

• Establish personal contact with the Coordinators through phone, newsletter, email.
• Create a prayer list of the needs for each Coordinator and pray for their

unique personal and ministry needs.

National Area Leader

General Position Summary: This position exists to manage and support the State Coordinators (SC) under their area of responsibility and be a **liaison to the National Task Force Office.** This involves the development of **personal relationships** with each of the SCs, **local strategies** to implement citywide observances, **training plans** to help the SC be more effective and **support resources** to address state issues. National Area Leaders (NALs) have been appointed by the National Day of Prayer Task Force office located in Colorado Springs, Colorado.

Principal Duties and Responsibilities

1 – Liaison to the National Office:

• Work with the National Coordinator Manager to identify needs from the grassroots movement.

• Report back on the survey results from the Event Coordinators. Develop a budget and provide expense reporting for the funds provided from the National Office.

• 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 funds (donations).

• Manage the flow of training resources to their Coordinators.

2 – Develop a personal relationship with each of the State Coordinators:

• Know the issues, both personal and ministry related, of each Coordinator to pray with them and for them giving guidance and support.

• Communicate often with each state coordinator by email, phone, newsletters or bulletin boards.

3 – Develop local strategies to implement citywide and COP observances*:*

• Help the State Coordinator to locate cities to promote citywide events.

• Assist in developing plans for budgeting, funding and promoting the events.

4 – Develop training plans for each Coordinator to increase their impact:

• Understand the successes and challenges of each state and help the State Coordinator develop training conferences.

• Encourage the use of NDP training resources to ensure quality of the message, the promotion and presentation of observances.

• Help recruit and train new State Coordinators.

• Evaluate all event surveys to understand what is working and what can improve.

Note: All coordinators are responsible for informing their State Coordinators about their upcoming events. This is done so a National update can be given to the media and for those who are looking for an event to participate in or near their community.

After NDP every year, all coordinators are responsible for providing reports on

their events to their state coordinators so a national report can be given to the media and for the Task Force to be informed of our activities and yearly results.

Coordinators serve as a ‘watchmen’ for their communities, states and nation. Jeremiah 29:7, Ezekiel 3:16