

# **Prayer Chaplain Trainer/Coordinator Position Description**

## **Purpose**

To provide leadership, training, support and organization to the Prayer Chaplain Program.

## **Responsibilities**

Specific responsibilities include:

- Providing overall leadership to the Prayer Chaplain Program and the Prayer Chaplains serving the ministry.
- Regularly communicating with Spiritual Leader to insure continuity in decision making and maintaining boundaries.
- Conducting orientation, interviews, and all core training sessions for Prayer Chaplain candidates and Prayer Chaplains.
- Developing content for and leading the monthly Prayer Chaplain meetings.
- Maintaining and managing processes and procedures for the Program including schedules for the Prayer Chaplain wellness calling and in-service duties, and updating the Prayer Chaplain calling binders/folders monthly.
- Maintaining consistent communication with Prayer Chaplains to distribute congregant messages and requests.
- Interfacing with Data Processing to update congregants' vital statistics and Prayer Chaplain's members' file folders/binders.

## **Accountability**

Reports directly to the Spiritual Leader/Minister. Will be accountable for all duties described above, as well as any additional duties deemed necessary by the Minister.

**Requirements** *(Anyone serving as trainer/coordinator for the Prayer Chaplain Program needs to have attended a Light and Love Trainers Workshop and be licensed to train the material.)*

Individual should be spiritually grounded in Unity, demonstrate good communication skills, and have the ability to lovingly hold boundaries. Ability to work with various computer programs, be multi-task oriented, organized, and flexible, and work independently as well as in a team environment is important. Previous Prayer Chaplain experience is suggested and training experience is a plus. Position also requires individual to maintain the same high level of confidentiality that is required of the Prayer Chaplains and will be released if confidentiality is breached.