

Volunteer Chair & Co-Chair Position ACS Parent Teacher Organization (PTO)

Job Title: Ada Christian School PTO Moms in Prayer Chair

GENERAL JOB DESCRIPTION

The Moms in Prayer chair has a key role of positively impacting ACS students and staff through prayer. Imagine God answering prayers for all of our ACS community. The Moms in Prayer chair is our most rewarding position.

MAJOR DUTIES AND RESPONSIBILITIES

Create a yearly prayer calendar to cover all staff and students twice per year

Create weekly prayer sheets according to the schedule

Organize, prepare, and lead a group of moms in weekly hour long prayer

Recruit and welcome new members

MINOR DUTIES AND RESPONSIBILITIES

Communicate progress with your PTO liaison

Attend the PTO kickoff meeting

Receive prayer requests from staff

QUALIFICATIONS FOR THE JOB

Should be able to officiate a meeting

Able to maintain confidentiality

Good communication, time management, and organization skills needed

TIME COMMITMENT

Approximate time commitment is 1-1/2 - 2 hours per week.

Chair Volunteer Sign Up

Name

Email

Tentative Timeline

- August Register with momsinprayer.org and purchase prayer cards
- August Develop a yearly prayer calendar to cover all staff and students twice per year
- August Reserve the office conference room for the year by providing Sharon your meeting calendar
- August Attend PTO kickoff meeting
- September to June Host weekly meetings using the prayer sheets from momsinprayer.org
Put the Moms in Prayer sign out
Remind the group about confidentiality
Put prayer cards in the staff's mailbox when you pray for them
Provide Sharon with a notification for the Ada Connection (this can be done a school year in advance or weekly)
- September, January, and May The first meeting should be a welcome session with simple coffee and baked goods. Do this again in January to recruit new members and again in May to end the year.