

# PRAYER CALENDAR VOLUNTEER



## ABOUT THE ROLE

This role assembles and publishes Linguæ Christi's monthly prayer calendar. The prayer calendar provides supporters and partners with daily prayer prompts that come from Linguæ Christi staff and volunteers. This role will provide prompts to staff for submissions and assemble and disseminate prayer requests through social media.

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## ESSENTIAL TASKS

- Prompt staff and volunteers for prayer requests
- Assemble schedule using a spreadsheet or another tool for collaboration with other roles
- Create posts with Adobe Express or another accessible design programme
- Schedule posts in Adobe Express for multiple channels a week or more at one time

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## IMPORTANT TASKS

- Large project: collaborate with Linguæ Christi staff and designers to create a printed or digital prayer calendar that features the different people groups we serve
- Contact churches to share prayer requests or the prayer calendar with their members
- Assemble a best practices guide that reflects current standard practices on social media platforms

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## HOURS PER WEEK

- 2-4 hours per week

## ABOUT THE PRAYER CALENDAR VOLUNTEER

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### EDUCATION AND TRAINING

- Experience in graphic design for social media in a professional setting is ideal.
- Education or experience in communications and marketing is helpful.
- Business or professional experience in social media management is helpful.

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### SKILLS AND GIFTS

- Comfortable working in front of a computer
- Familiarity with popular social media channels
- Willingness to learn new systems and practices
- Can work independently

## INDUCTION AND SUPPORT

Aside from a general introduction to Linguæ Christi's mission and team, this role will require three hours of induction on the following topics:

- Learn about Linguæ Christi's current workflow for the prayer calendar (1)
- Adobe Express tutorial (1)
- Applying tutorial knowledge to Linguæ Christi's social media schedule (1)

This role will be supported by the General Director and Webmaster and will collaborate with personnel and volunteers involved in social media management, the newsletter and blog, and Linguæ Christi's website. Please contact [info@linguaechristi.org](mailto:info@linguaechristi.org) for more information.