

**Job Opening – Assistant Prayer Minister for Prayer Calls Position – Full-Time, Salaried**

**Location –** On-site in Rowlett, Texas

**Overview:**

Terri Savelle Ministries is committed to serving and ministering to our Partners while exhibiting the highest level of integrity and biblical values. The assistant prayer minister will make daily outbound prayer calls to our partners and donors and must reflect the heart and mission of TSFM at all times. This individual will report to the Partner Relations and Ministerial Services Minister.

**Responsibilities:**

* Assist the team with outbound prayer calls to our partners.
* Meet the daily assigned call quota.
* Respond to inbound calls, voicemails, and emails in a timely manner.
* Input relevant information into our CRM from calls.
* Process basic customer service needs.
* Attending and work our ministry conferences, NEXT, ICING, and others, which includes occasional weekends.
* Perform other related duties and responsibilities as assigned.

**Qualifications and Abilities:**

* Minimum of 2 years’ experience praying and ministering to people.
* Have a heart for people.
* High School Diploma or GED.
* Must be able to comprehend and speak English fluently and clearly.
* Must be able to type 35 WPM.
* Basic computer and word processing skills required (Microsoft Office Suite).
* Self-starter without the need for continual direct supervision.
* Working understanding of CRM software applications.
* Excellent verbal and written communication skills.
* Proven time management and skills.
* Passionate about the mission of TSFM – to help people discover and fulfill their God given assignments.
* Confident in praying with people on the phone.
* Must be able to handle difficult situations on the phone.
* Copes with sensitive situations and does not disclose confidential information.
* Must work well with others, as a team and according to Romans 16:17.
* Born again believer, filled with the Holy Spirit, spiritually and emotionally mature and must adhere to the doctrines of this organization as upheld by Terri Savelle Foy and her team.

**Physical Demands:**

* Must be able to sit at workstation for extended periods of time.
* Requires normal range of hearing and vision.
* Must be able to work extended hours as needed, including during special events.

**Rewards:**

* Praying for people is one of the most fulfilling aspects of this job. We hear from our partners all the time how much our prayer calls have impacted their lives and how much it means to them that we take the time to pray with them. Many times, these calls are just what they need at the right time. Relationships with our partners are truly rewarding, especially when we get to hear and celebrate their testimonies of answered prayer.

**Compensation**

* Base Salary of $35,000 to $45,000 annually
* Bonuses awarded at management discretion.
* Health coverage provided after 60 days of employment.