



Role Description for URC representative on World Day of Prayer National Committee

Role Description

Role Title	URC representative on World Day of Prayer National Committee
Main Points of Contact	World Day of Prayer National Committee Chair XXXX
Sources of Support	World Day of Prayer National Committee Chair XXXX
Location	Meetings are generally held in person around the country. Travel expenses are reimbursed.
Time Commitment	Meetings are held on the third Tuesday in September, January, March, May and a July Link Day, with a 3-4 day residential in November. From September to February Preparation Days are held throughout the country and committee members share the support of these days through attendance.
Remuneration	Volunteers are not remunerated. Financial expenses incurred by volunteers while supporting the work of this Committee will be reimbursed.

Background: The World Day of Prayer service is held annually on the first Friday in March. There are approximately 1,500 local branches which hold about 3,000 services each year. It is part of the international World Day of Prayer movement with over 100 countries and islands involved.

The national committee is made up of representatives from around eighteen different Christian denominations. Its role is to produce and distribute supportive materials for the day of prayer services, promoting and encouraging the movement's growth. It is a self-supporting registered charity – not a fund raising charity but a prayer movement. However, once essential costs have been met, most of the income (solely provided by the Day of Prayer services) is dispersed through grants to Christian charities worldwide.

Principal responsibilities and duties

Attending and participation in meetings

1. Attend scheduled National Committee meetings and the annual November

- residential retreat.
2. Review draft service materials, Bible reflections, background notes, and committee papers in advance to contribute constructively to working group discussions.
 3. Participate in proofreading published service books, order of service pamphlets, and children's resources.
 4. Serve on one of the committee's sub-committees (Finance, Publications, or Fieldwork) based on your interests and skills

Regional Engagement:

1. Travel to and co-lead regional Preparation Days across the country between September and February.
2. Deliver PowerPoint presentations, facilitate Bible studies, and help local branch leaders prepare meaningful services for their communities.

Training

1. Undertake training in key areas as highlighted within the induction and through ongoing conversation with the Chair.

Ecumenical & Denominational Liaison

1. Act as an encouraging bridge between the World Day of Prayer movement and the United Reformed Church, sharing stories of WDP's global impact within URC networks.
2. Collaborate warmly with representatives from other Christian traditions in a spirit of mutual respect and unity.

Expected Standards

This section refers to the way in which the role should be done as opposed to the duties/responsibilities themselves.

1. Promote a culture of open and effective communication.
2. Actively foster an environment which nurtures equality and cherishes diversity.
3. Take responsibility for own personal development and develop skills and knowledge applicable to this role.
4. Ensure compliance with safeguarding practice.

This role description reflects the overall scope and responsibilities of the role. However, it may change and evolve over time in order to meet organisational needs and this job description will therefore be subject to periodic review and change if required.