

University Baptist Church
Policies, Procedures and Guidelines Manual

Guidelines for the Prayer Room

I. THE PRAYER ROOM PHONE

Prayer Room Phone number: 923-0120

A. Answering the phone

1. Let it go to the answering machine

- a) You can play the message back when the caller is finished and complete a Prayer Request card to add to the Rolodex file or leave the message for someone else to handle

2. Answer the call

- a) "University Baptist Church prayer line, can I help you?"
- b) Write information in Prayer Log and then on white Prayer Request card:
 - Date of request,
 - Name of person for whom we will pray
 - A short description of prayer need
- c) If request is for someone other than the caller, ask the caller's name
- d) Ask the caller "Would _____ like to receive a PrayerGram?"
 - If Yes,
 - ask for the mailing address, and
 - assure the caller, "This will not go on the church mailing list."
- e) Ask the caller "Would you like us to call you to see how this need is going?"
 - If Yes,
 - request a phone number, and
 - make a notation on the Prayer Request Card to call.
- f) Tell the caller "We will pray for 30 days; longer if we receive an update."
- g) If you feel comfortable praying over the phone,
 - ask the caller "Would you like for me to share a prayer with you now?"
 - If Yes, proceed with prayer.
- h) If you don't want to pray over the phone,
 - tell the caller you will pray as soon as you hang up.
- i) You might want to ask if the caller would like to have a visit from the pastor.
 - If you wish, you may call that person while in the Prayer Room.

B. Complete a Prayer Request card

- 1. Whether you answer the phone or play back a saved message, complete a white Prayer Request card and add it to the Rolodex file

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C. General Suggestions:

1. Do not give your full name unless the caller is someone you know and feel comfortable about.
2. This is not a counseling line. If someone seems disturbed, refer them to a professional.
 - a) Telephone numbers are provided in the Prayer Room
3. Do not spend time with an overly talkative person.
 - a) Say, "I'm going to pray for you but I need to hang up now so the next person can call in."
4. Do not engage in personal conversation with anyone.
5. Do not give out any information about yourself or anyone else in the church.

II. PRAYERGRAMS

A. Writing PrayerGrams

1. You may choose to pray for many needs and write no PrayerGrams, pray for one specific need and write a PrayerGram, pray for several needs and write several PrayerGrams, etc.
2. Write PrayerGrams to:
 - a) individuals or families with specific prayer needs;
 - b) a church member who does not have a specific prayer need;
 - c) a college/university student;
 - d) a church member who has not been in church for a while.
3. What to write on the PrayerGram:
 - a) a note of encouragement if you know the nature of the prayer need;
 - b) a scripture verse and a brief statement such as "I prayed for you today";
 - c) keep the message positive.
 - d) sign your initials or first name only unless it is someone you know (use your judgment).
4. To address and mail the PrayerGram:
 - a) put the PrayerGram in the labeled tray on the desk in the Church Office or put through the mail slot in the door if the Office is closed.
 - b) make a note (initials and date) on the white Prayer Request card that you have sent a PrayerGram.
 - c) you may also note this info in the Prayer Log.
5. Put any notes, suggestions, questions, etc. you may have into the envelope for the Prayer Ministry Coordinator.

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III. AN HOUR IN THE PRAYER ROOM

A. Fill in the Prayer Log

B. Preparing for prayer

1. Relax for a few minutes.
2. Try to center your thoughts on God. Some of the devotional books may help you to focus.
3. Begin with a prayer of praise/thanksgiving.
4. Ask God to help direct your time.

C. Pray

1. Through the Prayer Request cards;
2. Through some of the UBC roll, including college/university students;
3. For the church staff;
4. For the Intercessory Prayer Ministry;
5. For current church, local, national or global concerns;
6. Put the clip on the card where the next person should start.
7. End the hour on a positive note with a prayer of praise / thanksgiving.
 - a) This may be especially helpful if you have dealt with some difficult prayer requests.

IV. NOTES

A. Transferring information from a yellow prayer request card, email, etc., to a white Rolodex Prayer Request card:

1. Print clearly
2. Put the white card in the appropriate section of the Rolodex.
3. Put the yellow card, email, etc. in the envelope for the Prayer Ministry Coordinator.

B. White Prayer Request cards

1. Cards will be moved from the “immediate” section to the “ongoing” section as needed.
2. Cards will be removed from the Rolodex on a regular basis (after about 30 days).
 - a) If you want a prayer need to remain under “immediate” or “ongoing”, a new card needs to be completed with an information update. This will help us to keep our files manageable and current and ensures that we are praying for legitimate needs.

C. Please remember that information on Prayer Request cards is personal and should be treated as confidential.