



PRAYER PARTNER TEAM SOP

BAYSIDE PURPOSE: Bayside Community Church exists to help people Know God, Find Family, Live in Freedom, and Discover Purpose.

CARE PURPOSE: Care exists at Bayside to offer help, hope, and support to people as they walk through various life experiences.

MINISTRY PURPOSE: Prayer Partners exist at Bayside to support and lift up the congregation through prayer during the weekend services.

POSITION STATUS: Volunteer

REQUIREMENTS

Must complete:

- MyBayside
- Growth Track & Freedom Experience
- Prayer Training
- Be a tithing member
- Must have a completed background check on file.

REPORTS TO: Prayer Partner Leader

JOB DESCRIPTIONS

CAMPUS CARE DIRECTOR/COORDINATOR

Reports to: Campus Pastor and/or Associate Campus Pastor

- To oversee the prayer team ministry and interview all prospects for the prayer team.
- To oversee and support the Prayer Partner Coach (if applicable).
- To obtain and report on the spreadsheet, [2025 Prayer Partner Leader Weekend Log](#). Please be sure to access the current year. The weekly service numbers for:
 - People prayed with
 - Referrals to First Steps Class
 - Salvations
- Meet with the prayer team and leaders quarterly, prior to service.
- To handle team member issues, if any.

PRAYER PARTNER COACH

Reports to: Campus Care Director/Coordinator (Structure may vary, depending on campus size.

Responsibilities may be shared with a Lead Coach).

- To uphold the integrity of the Bayside purpose statement.
- To ensure that all services have Prayer Partner Leaders and team coverage.
- To maintain administrative duties for the team.



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- To maintain communication between the Campus Care Director/Coordinator and Prayer Partner Leaders this includes helping them with Church Center App
- To coach Prayer Partner Leaders.

PRAYER PARTNER LEADER (A,B,C TEAMS)

Reports to Prayer Partner Coach (if applicable)

- Ensure that all services for their rotation have team coverage.
- Communicate weekly with their team using the Church Center App and the Prayer Partner Coach.
- Uphold the integrity of the Bayside purpose statement.
- Mentor new Prayer Partner Members.

PRAYER PARTNER/SERVICE PRAYER PARTNER (A,B,C TEAMS)

Reports to: Appropriate Prayer Partner Leader

- To pray with the congregation and/or for the service.
- To attend assigned rotation.
- Check the Church Center App weekly to let the leader know if they will be available to serve.

OUTLINE OF WEEKEND

PRAYER PARTNER LEADER & COACH (A,B,C TEAMS)

ARRIVAL

- Arrive 45 minutes before service (for your campus-assigned service time (ie: 7:30 for 8:15 am service time), check in, print your name tag, and put on your lanyard..
- Leaders and coaches are encouraged to meet in the prayer room to pray together before service.
- Ensure prayer boxes are fully stocked for the team with Fresh Start books, connection cards, anointing oil, tissues, pens, mints, and extra prayer partner lanyards.
- Stand in the foyer prior to service and do the following:
 - Greet members of the congregation.
 - Greet prayer team members and offer prayer to members, if needed.
 - Look for opportunities for new prayer team members and refer them to the Care Department.

END

- Greet members of the congregation.
- Greet prayer team members and offer prayer to members, if needed.
- Look for opportunities for new prayer team members
- Leave after all the prayer team members have exited and there is no one else waiting for prayer.



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OUTLINE OF WEEKEND

PRAYER PARTNER

ARRIVAL

- Arrive 45 minutes before service (15/15/15 min prayer structure)
 - Sunday - for your campus-assigned service time (ie: 7:30 for 8:15 am service time).
- Check-in and print out name tag 50 minutes before service
- Put on the Prayer Partner lanyard.
- Meet the first 15 minutes in the prayer room or designated area to pray as a team.
- Then the next 15 minutes pray through the church and children's area.
- The last 15 minutes go upfront to be available for prayer. (This is optional and to be determined by Campus Care Director and or by Campus Pastor)

DURING SERVICE (FOR SERVICE PRAYER PARTNER ONLY)

- Sit towards the front of the church for easy access to the front of the platform.
- Service Prayer Partners may use the prayer room, or a location of their choice on-site to pray for the service, during the service.
- Pray for everyone in the service, while seeking the Holy Spirit for guidance.

END OF SERVICE

- At the end of service, after being dismissed by the emcee, or when requested to come forward, move quickly towards the front of the church.
- As you are walking up, pray and ask the Holy Spirit to show you members who need prayer.
- Pray at the end as a team closing out the service. This is important as we want to make sure YOU are covered and that we have checked in with you before you leave. Additionally, we have obtained prayer numbers from you for the leader log.

ROLE OF PRAYER PARTNERS

- Remain standing, maintain eye contact, and look for church attendees who are coming up for prayer. Be willing to approach the person if they are standing back.
- Remain focused, do not get distracted by friends or casual conversations, and make yourself available for prayer.
- Women pray with women, men pray with men.
- When approached, ask for the person's name and their prayer request. Listen intently while seeking the Holy Spirit for prayer guidance. Use their name when praying.
- Remain in the sanctuary until prayer seekers have left.
- Inform prayer partner leaders per service of the following:
 - How many people were prayed with?
 - How many Fresh Start books were given out?



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- How many Salvations?

OTHER IMPORTANT NOTES

- Fresh Start books and connection cards are kept in the prayer box.
- If you feel led by the Holy Spirit, use the anointing oil when you pray.
 - Put a small amount of oil on your finger and then touch their forehead or hand, praying in the name of Jesus. Always ask the person's permission first before doing so.
 - Remember, there is no power in the oil itself, rather, it represents the Holy Spirit. *James 5:14 Is any one of you sick? He should call the elders of the church to pray over him and anoint him with oil in the name of the Lord.*
- Keep ALL prayers **CONFIDENTIAL**.
- The purpose is to pray not to counsel. If you believe additional assistance is necessary please refer them to the Care Department or the Pastor-On-Call.
- If you are unable to fulfill your weekend obligations, please contact your Team Leader via phone call/text or email, prior to service.

PROCESS FOR FUTURE PRAYER PARTNERS

INITIAL CONTACT & INTERVIEW

- Conducted by the Campus Care Director/Coordinator

INTERVIEW QUESTIONS FOR FUTURE PRAYER PARTNERS

Check member status at Bayside via Planning Center (growth track, tithing member, etc.) Discuss 80/20 principle. Has the applicant received a pastoral recommendation?

- Assess the person's level of comfort and ask them to pray either at the beginning or at the end of the meeting.
- Ask the following questions:
 - What led you to want to be a member of the prayer team?
 - Tell me about your church background and/or involvement.
 - If they have prior prayer experience, ask them to elaborate.
 - From your perspective, how would you add value through prayer to Bayside Community Church and specifically the Prayer Partner team?
 - What is prayer to you and what role does prayer have in your life?
 - Who is the Holy Spirit to you?
 - Tell me about the Trinity and where Jesus is.
 - Are you familiar with anointing oil? If so, what are your beliefs?
 - What are your thoughts on God answering prayer? Are you comfortable praying out loud?

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- **IF** the member is a fit: What service would you like to be a prayer partner for? **IF NOT**, talk with them about other ministry options and refer them to Connect.
- If the member is being added to the team, he or she must complete an online prayer partner application and background check.

TRAINING A PRAYER PARTNER

1. The Prayer Partner training videos are located on Equip.mybayside.church. Email the link to the [Prayer Partner Training Videos](#).
2. The link for the manual is under the title of the video;



What Is A Prayer Partner?



DESCRIPTION

What is a prayer partner? Here we will discuss why Bayside has Prayer Partners and our heart for anyone to serve in this role.

3. After the Prayer Partner has completed the video training, schedule a meeting to review the material together and address any questions they may have.
4. If there are no concerns, schedule the Prayer Partner for a team orientation and introduce them to the team leader.
5. Schedule the Prayer Partner to shadow the team leader for four weeks, or until the leader feels confident in their ability to pray with others.
6. After the initial shadowing period, the team leader will then shadow the Prayer Partner for an additional four weeks to provide support and ensure readiness.
7. Prayer Partners will continue to receive ongoing support and guidance from the team leader.
8. The team leader should meet with the Prayer Partner at least once a month to provide support and ensure they are adequately trained and equipped for their role.

ASSIGNING TO A ROTATION

- The Campus Care Director or Coordinator should notify the Team Coach about any new Prayer Partner joining the team, if applicable.
- The Team Coach or Leader (or the Campus Care Director/Coordinator) will assign the new member to a rotation in Planning Center and notify the appropriate Team Leader.
- The Team Leader meets with new members to welcome them and help them get connected to the team.



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FIRST TIMERS

- Shadow the Team Leader for 3 to 4 rotations.
- Serve alongside the Team Leader for 3 to 4 rotations.

PERIODIC EVALUATIONS

- The Campus Care Director/Coordinator is to contact the Team Coach & Leader(s) every 3 months.
 - Verify Team progress & Involvement
 - Verify Leadership commitment
- Each Team Leader is to contact their members by phone every 6 months:
 - Verify contact information
 - Verify commitment
 - Ask if they have any comments and/or suggestions for team improvement
 - Ask if they have a prayer need and pray with them.

OTHER

- At any time, if the team leader has an issue with a member of the prayer team, he/she is to report it directly to the team coach or Care Director/Coordinator.

CHURCH CENTER APP

- Once a Prayer Partner is assigned to a team in Planning Center, they will be added to Planning Center Services.
- Prayer Partners should download the Planning Center Services (PCO Services) app to their phone or access it via the email link on their computer.
- Each week, Prayer Partners are expected to accept or decline their service invitation. They should also block out any dates in advance when they are unavailable to serve.
- The Prayer Partner Leader is responsible for reviewing this process with the team at least once a quarter to ensure all members are using the app and receiving communications consistently.
- Prayer Partners should be encouraged to enable notifications to stay informed about weekend service reminders and weekly prayer service updates.