



## Prayer Partner Team SOP

Care exists at Bayside to offer help, hope, and support to people as they walk through various life experiences. We do this by:

- Loving God
- Loving Others
- Enjoying Life and
- Pursuing Excellence

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

### ***REQUIRED 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, [2023 Prayer Partner Leader Weekend Log](#), the weekly service numbers for:
  - people prayed with.
  - Fresh Start books are given out.
  - 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.
- 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)



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- 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

#### ARRIVAL

- Arrive 45 minutes before service (15/15/15 min prayer structure)
  - SUN - for your campus-assigned service time (ie: 7:45 for 8:30 am service time).
- Check-in and print out name tag at 7:40 am
- Put on the Prayer Partner lanyard.
- Meet in prayer room to pray as a team from 7:45-8:00 for team prayer
- 8:00-8:15 am pray over the church.
- 8:15-8:30 am upfront available for prayer.

#### DURING SERVICE

- Sit towards the front of the church for easy access to the front of the platform.

#### DURING SERVICE (**FOR SERVICE PRAYER PARTNER ONLY**)

- 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

- Approximately 9:35-10 am be available and up front for prayer.
- 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.



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- 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?
  - 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.
  - 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.



# Prayer Partner Team SOP

## Outline of Weekend: Prayer Partner Leader & Coach (A,B,C Teams)

### ARRIVAL

- Arrive 45 minutes before service, 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.

## 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?

1. Assess the person's level of comfort and ask them to pray either at the beginning or at the end of the meeting.



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2. 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?
  - **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.
3. 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. Provide the new prayer partner the prayer training booklet.
2. Email the prayer partner training videos
3. Once the prayer partner has completed the video training meet with the partner to answer any questions and review the training together.
4. If no concerns, schedule the prayer partner for orientation to the team. Let them meet the team leader.
5. Schedule the prayer partner to shadow the team leader for 4 weeks or until the leader feels comfortable with them praying over others.
6. The leader then to shadows the prayer partner for 4 weeks
7. Prayer partners will be monitored and supported by the team leader ongoing.
8. Leader to meet with the prayer partner at least 1 time a month to ensure he/she is supported and adequately trained.

### ASSIGNING TO A ROTATION

- The Campus Care Director/Coordinator is to contact the Team Coach about a new member (if applicable).
- The team coach/leader (or Campus Care Director/Coordinator) assigns the new member to their rotation in Planning Center, and notifies the team leader for that rotation.
- The Team Leader meets with new members and welcomes them to the team.



## Prayer Partner Team SOP

### FIRST TIMERS

- Shadow the team leader 3-4 rotations.
- Serve alongside the team leader for 3-4 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 has been assigned to a team in Planning Center the member will be added to Planning Center.

The prayer partner will be asked to add the Church Center App to their smartphone. If they have an account "Prayer Partner" group should pop up under the "Groups" icon. The groups' icon is located on the bottom of the Church Center App home page and is the 4th icon from the left.

Once the prayer partner clicks on "groups" then the next tab to click on is "My Groups" That will bring up all groups a person is a part of.

Prayer partners should be encouraged to have notifications on so that they receive the alerts/reminders for weekend services as well as weekly updates regarding prayer service.

Prayer partner leader is responsible for reviewing this information with the team at least quarterly to ensure that all team members are using this app and receiving the communications regularly.