

Prayer Chain Guidelines and Procedures

- Participants
 - A list will be maintained, along with contact info and preference to receive email vs. phone call, and distributed to other participants periodically. It will include calling tree information for urgent issues.
 - Commit to guidelines and willingness to pray consistently
 - May be added or removed at their request
 - New participants will be announced to existing participants
 - List of participants is available to a congregation member, upon request, without contact info, from a coordinator
- Information flow
 - Prayers may be received by coordinators or participants
 - Recipients of personal contact and phone requests (including coordinators and church office secretary) email prayerchain@inglewoodpc.org or begin phone tree for urgent issues.
 - If a participant feels a need to pray for someone who has not specifically asked for prayer from the chain, please obtain their permission first
 - Email coordinator forwards incoming email to all email participants
 - After receiving email, the calling coordinator calls those recipients who prefer phone calls
 - Particularly urgent requests use email first, to be followed by phone tree. Deacons and/or the acting Pastor may be added to the call list.
- Privacy
 - Initial recipient of request needs to remind requestor, when appropriate, that requests will not be edited and confirm that this is okay, especially when forwarded emails contain personal or contact information.
 - Email coordinator will not edit content but may remove excess advertising footers and email addresses at his/her discretion.
 - Participants must assume that all prayer requests are completely confidential and not discuss them or forward messages outside the Chain.
 - Email coordinator will use a "BCC" list such that participant email addresses will not be visible. This reduces problems with accidental "reply all" and reduces the spread of viruses.
- Content
 - Requests should consist of prayers (see Mission Statement) and follow-up to prayer requests. Informational messages or non-prayer information (which could possibly be distributed through the church secretary's email list or another method) are not appropriate for this chain.
 - Exceptions will be made in the case of emergencies – e.g. severe weather affecting worship schedule or manpower needed for a building emergency, for example.
 - Personal crisis needing immediate or confidential assistance should be referred to the Deacons or acting Pastor whenever possible.
- Problems
 - We wish to keep communication open. We will do our best, ask for help when necessary, admit our mistakes, and forgive each other.
 - We plan for great success, which will probably require some process evolution as well.

Suggestion

Maintain a list of prayers or people you are praying for that you can refer to as needed.

Mission Statement

We care for one another through humble prayers of petition, adoration, thanksgiving, and forgiveness, placing our trust in the power of the Lord and his love for his children.

1 Thessalonians 5:16-18: Be joyful always; pray continually; give thanks in all circumstances, for this is God's will for you in Christ Jesus.