



## **Church Bulletin: Prayer List Policy and Procedures**

### **Purpose:**

The purpose of the Church Bulletin Prayer List Policies (CBPL) and Procedures (P&P) is to keep the congregation informed; concerning the health, and emergent status of individuals associated with our congregation. The objective is to establish and maintain a relevant list of individuals who have requested prayer during certain circumstances/situations.

In addition, the Church Bulletin Prayer List Policy and Procedures are meant to be a tool, which the congregation can use to assist immediate family members with submitting prayer request to the weekly church bulletin.

### **Policy:**

No name will be published on the Church Bulletin Prayer List unless the specific individual or an immediate family member has requested the submittal. Leadership from the following Diaconate Ministries can forward submittals to the CBPL:

- The In-Home Communion,
- Prayer Ministry, and
- Recovery Ministry can also provide verified information.

### **Procedure:**

Any individual requesting to have their name published in the Church Bulletin Prayer List must complete the Prayer List Request Form. The individual can submit the form directly to the Church Office Administrator, call the church office to provide the information, or give the form to a leader from the In-Home Communion, Prayer Ministry, and/or Recovery Ministry.

### Prayer List Request Form

Date:	Time:
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Member name:	Contact number:
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Requested by:	Contact number:
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Member address:	Do you give the office permission to inform:  In-Home Communion ___ Yes ___ No Recovery Ministry ___ Yes ___ No Prayer Ministry ___ Yes ___ No
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Reason for prayer request:	Length of time requested on prayer list:  ___ One Week ___ Two Weeks ___ One Month
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Other Information:
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For Office Use Only

Date added to prayer list: \_\_\_\_\_