

CAMPAIGN SUCCESS GUIDE'S

Prayer Coordinator Handbook



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Congratulations!

WAY TO GO for signing up to be the Prayer Coordinator. This is a big deal! Thanks for stepping up to serve. It takes a team to pull off a campaign and your work will be a blessing to your church.

First, have you read the CAMPAIGN SUCCESS GUIDE?

If you haven't read it, you need to do that before looking at this document. If you don't have that document, email your Pastor (or the person who provided you with this document).

The purpose of this handbook is to help you understand your role and responsibilities as the Campaign Prayer Coordinator. If you need help, we encourage you to contact your Campaign Director.

Your Role as the Prayer Coordinator

You are responsible for planning and implementing the campaign prayer strategy. This includes the development and oversight of the volunteer prayer team.

As you prepare for your role as Prayer Coordinator, here are a few things to keep in mind before we jump into the details:

God wants us to talk to him. The largest book of the Bible—Psalms—is filled with prayers to God. Even Jesus prayed to the Father. Yet it's easy to get so caught up in getting things done that we neglect our prayer life.

Talking to God deepens our relationship with him. It's an act of humility and the best way to get wisdom, for God reveals himself to us in prayer. Learning how to trust God begins with talking to him. Proverbs 3:5-6 says, *“Trust God from the bottom of your heart; don't try to figure out everything on your own. Listen for God's voice in everything you do, everywhere you go; he's the one who will keep you on track”* (The Message).

Help your church see the importance of prayer. As Prayer Coordinator, you have the unique privilege of helping church members incorporate prayer into their everyday lives. By encouraging your church to make daily appointments with God, not only will their faith grow on a personal level, their hearts will be prepared for all that God wants to do through the campaign.

Keep prayer simple and sincere. Prayer is simply having an honest conversation with God; it's not a ceremony or a ritual. Anything that you think about posting on social media or telling a friend, you can talk to God about first. And since God's goodness is the basis for all prayer, you can pray with authenticity and confidence. Hebrews 10:22 says, *"Let us come near to God with a sincere heart and a sure faith"* (GNT).

Implement a plan for your prayer ministry. Although prayer is a matter of freely talking to God, it still needs a plan when running a campaign. Without intentionality and organization, people won't know what to pray for—and they'll probably forget. Good planning is consistent, reminds people to pray, and tells them what to pray for. Because God is not a God of disorder, he promises to *"equip you with all you need for doing his will"* (Hebrews 13:21 NLT)—and that includes implementing an effective prayer strategy.

Action Plan

8 Weeks Prior to Campaign Launch

- 1. Review this entire handbook** and make notes before taking action.
- 2. Get the contact information for the campaign leadership team:** Campaign Director, Weekend Service Coordinator, Communication Coordinator, and Small Groups Coordinator.
- 3. Gather ideas for your prayer ministry.** What will your prayer ministry look like? Since there is no “one way” to run a prayer ministry, feel free to get creative. You could gather ideas on your own, but you might want to recruit a small team to help brainstorm. Here are some questions you may need to answer:
 - What should we ask God to do in and through our church during this campaign? What are some “God-sized” results we can trust him for?
 - How can we encourage our church to pray individually and corporately for this campaign?
 - How can we encourage our small groups to pray for the campaign and for one another?
 - What things could get in the way of prayer during this campaign, and how can we prevent them?
 - How can we encourage people to join the prayer team?
 - How should we distribute the weekly Campaign Prayer Update to the prayer team?

Below are some ideas for your campaign prayer ministry. You need to decide if you want to share them in your brainstorm meeting. On one hand, a few ideas can generate more ideas. On the other hand, sharing ideas could squash the discussion. Since the goal of your brainstorm meeting is to come up with new ideas, you may want to start off with only a few and build from there. Otherwise, people might say, “Let’s just do that,” without ever brainstorming much at all. You’ll have to decide your best approach for your team!

- Schedule prayer team meetings during convenient times, such as before or after the weekend service.
- Sponsor a church-wide prayer event during the pre-campaign services a week before the campaign starts.
- Have people in your church sign up for specific times to pray. For example, during the weekend service or while small groups are happening.
- Challenge the congregation and/or small groups to fast for a day.

- Create a church-wide prayer wall made up of bricks (they can be cardboard!), one for each day of the campaign. Encourage everyone to sign up for a “brick” to pray and/or fast on that specific day of the campaign.

Here are two ideas from other churches:

“The Wednesday night prior to the campaign launch, we called for an ‘Awakening’—a meeting exclusively for prayer for the campaign. We prayed around artfully constructed prayer stations representing each of the themes of the campaign. The result was a sense of God’s blessing and hand on the campaign journey, as well as many requests to gather for prayer on a weekly and quarterly basis!”

“Our Prayer Coordinator divided up the entire church so that members of the prayer team would be able to call each church member to pray with him or her individually over the phone. Prayers were for any need, but especially for the campaign.”

4. Finalize the details. You’ve reached the point at which your prayer ministry is beginning to take shape—good job! Chances are, you will have more ideas than you can realistically implement. That’s okay! Take some time to finalize the details for your prayer strategy. You might do this on your own, or with the brainstorm team. Ask God to give you wisdom on which ideas to keep and which to let go.

5. Make a Prayer Team Calendar. Based on your brainstorm sessions and finalization of the details, it’s time to create a calendar. Did you decide to schedule weekly prayer meetings, host a prayer event, or challenge the congregation to fast for a day? Did you come up with something entirely unique to your church?

Whatever strategy you decided on, organize it into a simple list and present it to your team. Use the Prayer Team Calendar template on page 7 if it’s helpful.

6. Define your communications needs. Now that you’ve finalized the details and created a calendar, you are ready to determine what your church needs to hear. Work with the Communication Coordinator so he or she can get the message out.

Keep your communication short—just tell them the essentials. Raise the need, inspire commitment, and then give them an easy way to sign up.

Once you are done with this step, don’t just rely on “mass” communication—it’s impersonal! Ask people face-to-face to commit, and ask your brainstorm team to do the same.

- 7. Organize your team so you can easily communicate with each other.** You'll want to share the Campaign Prayer Update once a week. You could keep a spreadsheet or use your church database software (if you have one). Social media is also an option; it won't cost you anything to create a Facebook Group or a special account on Instagram or Twitter.

- 8. Determine how you will gather prayer needs from the campaign leadership team and key leaders.** Email is convenient, but it's easily ignored. If the campaign leadership team meets on a regular basis, you can gather the prayer needs in person at that time. On occasion, you might find that you need to call each leader for prayer requests.

Prayer Team Calendar

EVENT	DATE	TIME	WHO ¹	LOCATION	NOTES

¹ For example: prayer team, campaign leaders, staff, church-wide, etc.

Action Plan (continued)

6 Weeks Prior to Campaign Launch

- 1. If you have new sign-ups for the prayer team**, add them to your list, spreadsheet, Facebook group, etc.
- 2. Gather, update, and distribute the prayer needs.** The Campaign Prayer Update should include (a) prayer requests, (b) answered prayers, and (c) prayer events calendar.
- 3. If you have any Prayer Events coming up in the next few weeks**, start getting ready. Don't wait until the last minute!

5 Weeks Prior to Campaign Launch

- 1. If you have new sign-ups for the prayer team**, add them to your list, spreadsheet, Facebook group, etc.
- 2. Gather, update, and distribute the prayer needs.** The Campaign Prayer Update should include (a) prayer requests, (b) answered prayers, and (c) prayer events calendar.
- 3. If you have any Prayer Events coming up in the next few weeks**, start getting ready. Don't wait until the last minute!

4 Weeks Prior to Campaign Launch

- 1. If you have new sign-ups for the prayer team**, add them to your list, spreadsheet, Facebook group, etc.
- 2. Gather, update, and distribute the prayer needs.** The Campaign Prayer Update should include (a) prayer requests, (b) answered prayers, and (c) prayer events calendar.
- 3. If you have any Prayer Events coming up in the next few weeks**, start getting ready. Don't wait until the last minute!

3 Weeks Prior to Campaign Launch

- 1. If you have new sign-ups for the prayer team**, add them to your list, spreadsheet, Facebook group, etc.

- 2. Gather, update, and distribute the prayer needs.** The Campaign Prayer Update should include (a) prayer requests, (b) answered prayers, and (c) prayer events calendar.
- 3. If you have any Prayer Events coming up in the next few weeks,** start getting ready. Don't wait until the last minute!

2 Weeks Prior to Campaign Launch

- 1. If you have new sign-ups for the prayer team,** add them to your list, spreadsheet, Facebook group, etc.
- 2. Gather, update, and distribute the prayer needs.** The Campaign Prayer Update should include (a) prayer requests, (b) answered prayers, and (c) prayer events calendar.
- 3. If you have any Prayer Events coming up in the next few weeks,** start getting ready. Don't wait until the last minute!

1 Week Prior to Campaign Launch

- 1. If you have new sign-ups for the prayer team,** add them to your list, spreadsheet, Facebook group, etc.
- 2. Gather, update, and distribute the prayer needs.** The Campaign Prayer Update should include (a) prayer requests, (b) answered prayers, and (c) prayer events calendar.
- 3. If you have any Prayer Events coming up in the next few weeks,** start getting ready. Don't wait until the last minute!

Every Week of the Campaign

- 1. If you have new sign-ups for the prayer team,** add them to your list, spreadsheet, Facebook group, etc.
- 2. Gather, update, and distribute the prayer needs.** The Campaign Prayer Update should include (a) prayer requests, (b) answered prayers, and (c) prayer events calendar.
- 3. If you have any Prayer Events coming up in the next few weeks,** start getting ready. Don't wait until the last minute!

Last Week of the Campaign

- 1. If you have new sign-ups for the prayer team**, add them to your list, spreadsheet, Facebook group, etc.
- 2. Gather, update, and distribute the prayer needs.** The Campaign Prayer Update should include (a) prayer requests, (b) answered prayers, and (c) prayer events calendar.
- 3. If you have any Prayer Events coming up in the next few weeks**, start getting ready. Don't wait until the last minute!

Note: During the last week of the campaign, ask your prayer team for “God stories.” You can prompt your team by asking, “Where did you see God move during the campaign?” Pass these stories along to your Campaign Director to share with the Pastor and/or the Weekend Service Coordinator.

After the Campaign

- 1. Write thank you notes.** As our world becomes increasingly digital, a short handwritten note makes a great impact. Set aside time to thank everyone on the Prayer Team. Enlist the help of others if your team is too big to manage on your own.
- 2. Finish strong by looking back.** Take some time to evaluate the prayer ministry. Do this on your own, but also consider sending out a survey to the prayer team.

Your Campaign Prayer Ministry Evaluation should include a list of (a) what worked, (b) what didn't work (but could be fixed), and (c) what didn't work (and can't be fixed).

Put together a Campaign Prayer Ministry file and give it to your Campaign Director. This will help for your next Campaign! It should include:

- Prayer Team Roster
- Prayer Events Calendar
- A copy of each Campaign Prayer Update
- Campaign Prayer Ministry Evaluation

- 3. OPTIONAL:**

We'd love your feedback!

If you have ideas on how we can make this handbook better (even if it's just a typo!), or if you had some creative ideas you'd like to share, please email campaigns@pastors.com.