GENERAL MINISTRY OPERATIONS

I. Maintain Essential Files

 A. Team members

 1. Team information sheet

 2. Guidelines for adult prayer ministry sessions

 3. Prayer ministry team confidentiality release form

 4. Pastor volunteer reference letter

 5. Healing rooms team interview questions

 6. Media Release Form

 B. Client files (those receiving prayer)

 1. Sign in sheet for prayer

 2. Prayer request form – initial visit

 3. Prayer request form – subsequent visits

 4. Telephone prayer request form

II. Protocol for Email, Telephone or Other Prayer Requests

III. Communicating your ministry to team and others

 A. Database

 1. Create and maintain one

 2. Team members

 3. Donors

4. Others such as those receiving prayer or training newsletter, pastors, etc.

 5. We use MyMailList

 B. Webpage

 1. Do one no matter how simple

 2. See ours at [www.mainstreetprayer.org](http://www.mainstreetprayer.org)

 C. Facebook

 D. Emails and post mail

 E. Telephone

F. Tell the testimonies of Jesus verbally, through database, emails, webpage, etc.

 G. Word of mouth

 H. Business cards

 I. Radio, TV and digital billboards

 J. Focus on pastor and ministries

 K. Be creative

IV. Other Optional Matters

 A. Names tags

 B. Printed brochures and handouts

 C. Anointing oil

 D. Prayer clothes card

V. You need a team to help you