

Deacons' Prayer Chain Duties

1. STAFFING REQUIREMENTS: One Deacon is the lead person, and another is the helper.
2. WHAT IT IS: The Prayer Chain is a listing of entries for loved ones who have sought the Deacons' prayers via themselves as "members" or "friends", or via a church member "referred by" contact person. Part of each Deacon's duties are to pray for these folks daily in a style that given Deacon deems fitting.
3. THE PRAYER CHAIN DOCUMENT (P-C doc) is in Microsoft Word as a (.doc) with several sections-- see attached sample. The first section is for folks who have an "acute" condition for which monthly updates are appropriate. The other major section is for folks with a more "chronic" condition with infrequent changes, so these are only updated each August, unless in between the contact person informs the Deacons that a change has occurred. As the need arises, a loved one can be shifted from one part of the list to the other by the lead with the consent of the contact person. The "Visit List", "Recovered Enough" and "Passed Away" portions are explained on the document itself.
4. ONGOING DUTY: As news of an addition to the Prayer Chain comes in, the lead sends an email to the rest of the Deacons and pastors informing them all of the addition, and makes the modifications to the P-C doc.
5. MONTHLY DUTIES:
 - a. On the 3rd Monday of each month, the lead splits the "acute" portion of the list in half alphabetically, assigning one part to the helper and the other to the lead, adjusting as needed, for getting in touch with the "contact" people to update the entry for their loved one. The lead then emails to the helper the P-C doc as an attachment (as a "saved as" version titled with the helper's name) with instructions as to which "contact" people the helper should connect with.
 - b. During the 8 days prior to the Deacons' Meeting, the lead and helper each connect with their "contact" people via phone, email or in person to get updates to the loved one's condition, etc., and make the modifications to their version of the P-C doc.
 - c. By the 4th Monday, or on the actual Deacon's Meeting 4th Tuesday if agreed to by the lead, the helper emails the lead with the helper's modified version of that month's P-C doc as an attachment. The lead then combines the two versions into a single P-C doc, and prints out a hard-copy at home.
 - d. On the meeting night the lead arrives at the Church Office soon after 7 pm to run off the 21 copies on the copier--the 2 pages save paper if printed double-sided. At the meeting, the lead keeps track of absentees using his/her copy of the Deacon's Job Listing or other list, and labels the needed P-C doc copies with those absentees' names for distribution of those copies to their church mailboxes before going home. At the appropriate time during the meeting, the lead hands out copies to attending Deacons, and the two workers briefly go through the changes/additions orally with the group.
 - e. At home after the monthly Deacons' Meeting, the lead changes the header of the Prayer Chain document (P-C doc) to the next month and does a "save as" with the new month's title—any modifications from the meeting's discussion (and new info from now on until the next meeting) are made to this new version.
6. ANNUAL DUTY: Each summer each of the "Referred by" contact people on the "Ongoing Situation" portion of the P-C doc are contacted by the lead or helper for updates, and modifications made in the August P-C doc.