



How to compose a request for prayer

App and Website capability

One reason we have our App and new website is that we were looking for a way of automating our Prayer Request processes, so that less time was spent passing messages through several channels before our intercessors received it. As a bonus, our App and Website have many other administrative functions and are our shopfront to the outside world and point of access for our own congregation.

Compose your own prayer request:

If you are able to write an email or text message you are able to Compose your own Prayer Request on our website or in the app.

This allows you to:

- Ensure that the facts are right.
- Write specifically what you want others to pray for, or ask them to pray as they feel the Holy Spirit is leading them to pray.

Protect and Respect the Privacy of others:

If you wish to compose a prayer request that asks for prayer for another person (in the congregation or other), be sure that you have their permission to inform other people about their situation.

People's feelings about their private information being made public in the form of a prayer request vary – some want everybody to know and pray – others prefer to request prayer privately.

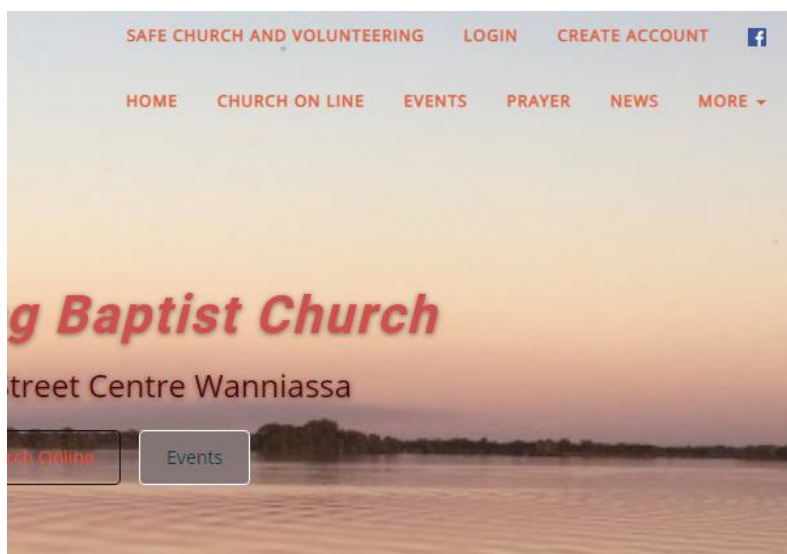
Your urge to pray for another may be a prompting that you should pray and not that you should enlist others as well.

Your prayer request may inadvertently be in breach of Australia's Privacy Act and the church Privacy Policy. Ensuring you have the person's permission up front, including about the audience for the request, should cover this aspect.

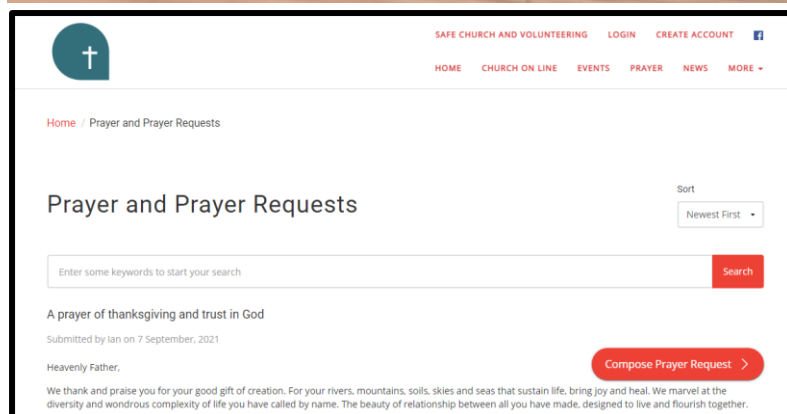
From July 2023, the Communications team will edit any requests to include specific medical details to avoid embarrassment and minimize the risk of publishing inaccurate information.

Steps to follow to Compose your Prayer Request:

The example illustrated is from the website. Differences in the App are included in blue.



Step 1 Select Prayer



This screen appears. It shows all the requests that have been made public – that means anyone who logs on to our website from anywhere can see all the details of the request.

Step 2: Follow the Compose Prayer Request button, to go to:

Your contact details cannot be seen by people looking at the prayer request but may be used by the administrator.

Step 3 Fill in the other fields.

In the App the fields are:

Required Details: Name, Subject

Optional details: Phone and Email address

Step 4 Choose one of the options to indicate what you want to happen to your request.

- ☐ I want this prayer request to be public - in the App this field name is Public in the app

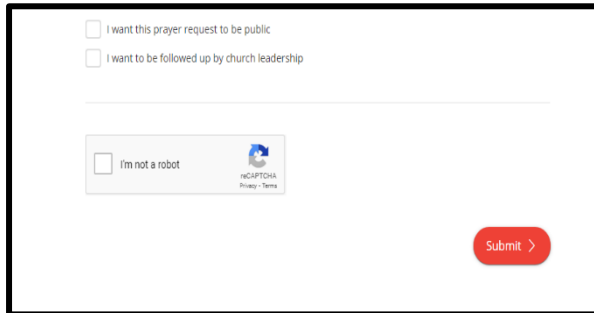
Your request will be published on the website/app where **everyone can see it** (i.e. any member of the public logging onto the website, not just TBC people)
AND a notification will be sent to all of the people who have signed up to be part of the Prayer Team.

- ☐ I want to be followed up by Church Leadership – [in the App this field is pastoral follow up](#)

Your request will **only be published to the Prayer Team**. It will not be visible to others when they look at *Prayer and Prayer Requests* on either the website or the app.

AND a notification will be sent to the Prayer Team.

The labels are a standard system feature that cannot be changed at this time



Step 5

On the Website, complete the I'm not a robot part and Submit your Prayer Request.

In the App, Select Submit.

Your request is in a pending stage for the administrator's attention.

The administrator will check Prayer Requests twice a day, as a rule, and process any pending requests. This process may include editing your message to help it make sense to a stranger.

Some prayer team members may not know you personally (or the person for whom you are requesting prayer) but will gladly pray because they know that you are known and loved by God to whom they will make the prayer.

If your request needs to be circulated as a matter of urgency, send a text message to 0422 261 672 or the lead pastor on 0401 301 193. Notifications will not be sent after 9:00 pm unless requested by the lead pastor.