

PRAYER★FORCE

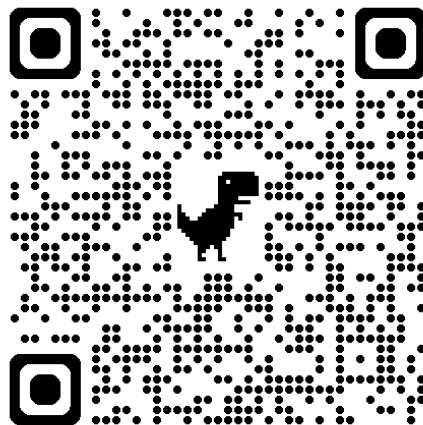
2 COR. 10:4-5

CBC PRAYER FORCE PRAYERMEN TUTORIAL

Hello, prayermen of the Clayton Baptist Church Prayer Force! In this document, you will be taught how to operate the online Google Form that the Prayer Force is implementing to submit, update, and address prayer requests. This system is intended to make it easier and more convenient for prayermen to bring new or ongoing prayers to the ministry's attention. Likewise, the program was also created to ensure that a permanent and streamlined catalog of relevant information is maintained for documentation, organizational, and follow-up purposes.

If you have any questions, please reach out to Nasir Brown nasir.browngcit@gmail.com and/or Ken and Cindy Beatty cbcprayerforce@gmail.com

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Use this QR Code to Access the “Clayton Baptist Prayer Force Transmission Hub” Google Form from a phone or tablet device. A link to the Google Form will also be provided on the My Church App and Clayton Baptist Church Website underneath the “Prayer Force” tab.

After opening the link to the Google Form on your device of choice, you will be presented with the Clayton Baptist Prayer Force Transmission Hub start page. Please read the instructions for your first couple of times using the form if you need to.

Steps for NEW Prayer Requests

1. Check the “Email” box that asks to record your email to be included with the response. This is necessary to ensure that only members of the Prayer Force are using the Google Form.
2. Since this is a new prayer request, hit the “Yes” circle for the “Is this a new prayer request?” question.

3. Once the next page comes up, it will ask you who you are praying for and then it will ask you to describe the prayer request. Feel free to

type this information into the “Your Answer” fields for each question. You can type as much as you want into these fields, don’t feel that you only have the one line shown, the text will create another line for you once you fill up the first line.

4. The next question will ask if this new prayer request is an urgent prayer request. Feel free to click “Yes” or “No” based on how urgent you believe the request is. There are no hard guidelines for this so it is up to how you feel!
5. The next question will ask if you want to be the Point of Contact (POC) for the prayer request. To elaborate, a Point of Contact (POC) is the person who is responsible for following up on the prayer request after it is submitted. So, any updates about a prayer should be provided to the ministry by the POC. Weekly updates about certain prayers are encouraged, but again there are no hard guidelines for this, please just keep us posted about whether a situation has gotten better or worse. You do not have to be the POC for a new prayer request that you submit, so you are free to choose “Yes” or “No” for this question under all circumstances.

* Indicates required question

New Prayer Request Information

Who are you praying for? *

Will _____

Please describe your prayer request. *

Will is sick _____

Is this a URGENT Prayer Request? (Hospitalization, Death, Persecution, Legal, etc...)

Yes

No

Would you like to be the Point of Contact (POC) for this prayer request? *

Yes

No

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- If you click “Yes” for the POC question as shown above, then the next page will ask you your name and preferred email address. You can also provide your preferred phone number if you prefer to text or call instead of email. This question is NOT required however, you do not have to provide a phone number. The third question will ask you what prayer wing you are a member of. Use the dropdown to select your designated prayer wing. After filling out this page, click “Submit” to submit this new prayer request!
- If you click “No” for the POC question as shown above, then the next page will ask you to provide your name and the email address of the person you are praying for. It will also ask you to provide your name and the phone number of the person you are praying for. You only have to fill out ONE of these questions based on how the subject of the prayer would like to be contacted or based on what contact information you currently have. After filling out this page, click “Submit” to submit this new prayer request!

This will be the final page that you see if you decide to be the POC for this new request.

This will be the final page that you see if you DO NOT want to be the POC.

Steps for Prayer Updates or URGENT Prayer Updates

1. Check the “Email” box that asks to record your email to be included with the response. This is necessary to ensure that only members of the Prayer Force are using the Google Form.
2. Since this is a prayer update, hit the “No” circle for the “Is this a new prayer request?” question. Please only provide updates on prayer requests if you are the assigned POC for that prayer request.

Clayton Baptist PRAYER★FORCE
Transmission Hub

Hello! **This form is for members of the PRAYER FORCE ONLY!** Please use this form to inform Ken & Cindy Beatty of any new prayer requests that you would like to share with the PRAYER FORCE. You may also use this form to provide updates or praises regarding the current prayer requests that you are addressing as the Point of Contact (POC).

*If you are not a member of the PRAYER FORCE you may make a prayer request under the "How Can We Pray For You" section in the link below. If you wish to join the PRAYER FORCE, please leave your contact information under the "Join The Prayer Force" section in the link below. Thank You!

Link to PRAYER FORCE Tab: <https://claytonbaptist.com/prayerforce>

nasir.browngcit@gmail.com [Switch account](#)

* Indicates required question

Email *

Record nasir.browngcit@gmail.com as the email to be included with my response

Is this a new prayer request? *

Yes

No

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3. Determine if this update is a regular prayer update or an urgent prayer update. Use the guide provided on the page to make your decision based on what has happened within the situation that you are praying about.

Prayer Update Codes

Please only provide updates on prayer requests that you are the Point of Contact (POC) for!

Code 1 (Prayer Update): You would like to provide an update on a current prayer request, but no improvement has been made since the previous update or initial request.

Code 2 (Prayer Update and Praise): You would like to provide an update on a current prayer request because the situation has improved since the initial prayer request or last update.

Code 3 (URGENT Prayer Update): You would like to provide an update on a current prayer request and you feel there is a urgent need for prayer regarding the situation.

Is this a Code: 1 = Prayer Update], 2 = Prayer Update and Praise]] or a 3 * = URGENT Prayer Update]] ?

Code 1: Prayer Update

Code 2: Prayer Update and Praise

Code 3: URGENT Prayer Update

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4. Regardless of whether you choose “Prayer Update” or “URGENT Prayer Update”, the next page will ask you to provide your name and the name of the person you are praying for in this update. Provide them in the appropriate prompt.

5. In the next prompt, describe any developments in the situation that you are praying about so that the ministry can continue to engage in prayer regarding it. After doing this, click the “Submit” button to submit this prayer update or URGENT prayer update!

Code 1: Prayer Update

What is your name and who are you praying for in this update? *

Nasir, Daniel

Please describe any developments in the situation so we can continue praying about it. *

Daniel has not recieved any money since our last prayer update. He needs more financial help.

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Steps for Prayer Update and Praises

1. Check the “Email” box that asks to record your email to be included with the response. This is necessary to ensure that only members of the Prayer Force are using the Google Form.
2. Since this is a prayer update, hit the “No” circle for the “Is this a new prayer request?” question. Please only provide updates on prayer requests if you are the assigned POC for that prayer request.

Clayton Baptist PRAYER★FORCE Transmission Hub

Hello! **This form is for members of the PRAYER FORCE ONLY!** Please use this form to inform Ken & Cindy Beatty of any new prayer requests that you would like to share with the PRAYER FORCE. You may also use this form to provide updates or praises regarding the current prayer requests that you are addressing as the Point of Contact (POC).

*If you are not a member of the PRAYER FORCE you may make a prayer request under the "How Can We Pray For You" section in the link below. If you wish to join the PRAYER FORCE, please leave your contact information under the "Join The Prayer Force" section in the link below. Thank You!

Link to PRAYER FORCE Tab: <https://claytonbaptist.com/prayerforce>

nasir.browngcit@gmail.com [Switch account](#)

* Indicates required question

Email *

Record nasir.browngcit@gmail.com as the email to be included with my response

Is this a new prayer request? *

Yes

No

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- This part of the tutorial is for prayer update and praises only, so click on the “Code 2: Prayer Update and Praise” option for the multiple choice prompt shown on this page.

Prayer Update Codes

Please only provide updates on prayer requests that you are the Point of Contact (POC) for!

Code 1 (Prayer Update): You would like to provide an update on a current prayer request, but no improvement has been made since the previous update or initial request.

Code 2 (Prayer Update and Praise): You would like to provide an update on a current prayer request because the situation has improved since the initial prayer request or last update.

Code 3 (URGENT Prayer Update): You would like to provide an update on a current prayer request and you feel there is a urgent need for prayer regarding the situation.

Is this a Code: [1 = Prayer Update], [2 = Prayer Update and Praise] or a [3 = URGENT Prayer Update] ? *

Code 1: Prayer Update

Code 2: Prayer Update and Praise

Code 3: URGENT Prayer Update

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4. The next page will ask you to provide your name and the name of the person you are praying for in this update. Provide them in the appropriate prompt.
5. In the next prompt, describe any developments in the situation that you are praying about so that the ministry can continue to engage in prayer regarding it.
6. Now, the last question will ask whether or not you feel that the situation requires continued prayer. If you would like to keep praying about the situation even though things have improved, then click the “I want continued prayer regarding the situation.” circle on the prompt. However, if a prayer has been answered and the situation has been completely resolved in your eyes (ex. Someone prayed for a car and they received a car), then you can feel free to select the “The situation has been resolved for now. Praise God!” circle on the prompt. There are no hard guidelines for this, so you are free to choose the option that best addresses the prayer request in your opinion. However, if you report that the situation has been resolved, we will report that development during the Sunday service and the prayer request will be closed. If you change your mind in the future, then the request can be reopened at your discretion.

Code 2: Prayer Update and Praise

What is your name and who are you praying for in this update? *

Nasir, Daniel

Please describe any developments in the situation so we can continue praying about it. *

Daniel has gotten some money, but he needs more help to buy a house

Do you feel that the situation requires continued prayer or would you like to mark the prayer request as resolved? (You can reopen the request if later if you feel the need) *

I want continued prayer regarding the situation.

The situation has been resolved for now. Praise God!

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7. Click “Submit” to submit this prayer update and praise!

This is the end of the tutorial, if you have any questions or need help navigating the interface, feel free to reach out to the email addresses provided on the front page or ask Nasir after church service in-person. Thank you for your faithful service!