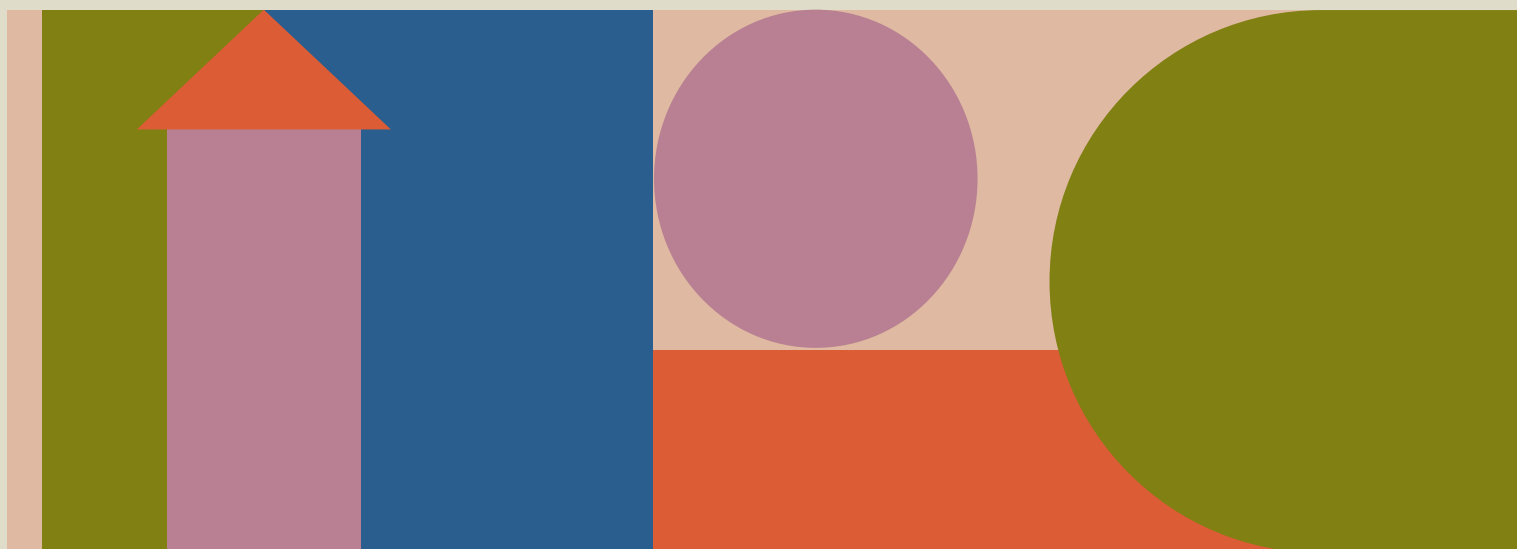


# Equip

MANUAL



PRAYER TEAM

# Prayer

TEAM

# Section 1

KEYSTONE  
MISSION, VISION  
AND VALUES

## Part One: Keystone Mission

Jesus said, "...Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the days." (Matthew 28:19-20, NLT)

## Part Two: Keystone Vision

Leading everyone to experience a passionate life in Christ!

## Part Three: Keystone Values

Keystone's seven values describe WHO WE ARE and WHO WE STRIVE TO BE as a church. As we carry out the great mission and vision God has called us to, together we must create a culture that reflects the values God has made clear. With every touch, every conversation, every act of service, every move we make, we commit to carry out this great vision and these values as we love God and love others at Keystone Church.

### 1. Jesus Changes Lives

Life change begins in a relationship with Jesus. We love seeing lives changed so much you might say we are addicted to life change! We are passionate! As a result, we steadfastly commit to help people encounter God, receive the gift of salvation and experience the purpose and freedom Jesus promises for those who put their trust in Him. (John 3:16)

### 2. The Bible Is our Truth

The Bible is God's voice. In a world full of opinions, we choose to find our truth in God's Word, the Bible. We believe the Bible is the authoritative, supernatural revelation of God Himself and God's gift to guide those who love and seek Him. The Bible reveals God's design for His Creation and shows us the way to live life beyond what we could ask or imagine. (Psalm 119:11)

### **3. We Sing Loud**

Anytime we gather together, God gives us unforgettable experiences as we praise and worship Him. God created worship and praise as an opportunity to connect intimately with Him. We sing loud because of what God has done, what God is doing and what we believe God will do in our lives as we stay close to Him! (Psalm 47:1)

### **4. We're in This Together**

You matter to God. You matter to us. We weren't meant to live this life alone. God created the Church to be a family and we want this place to feel like home. Like any healthy family grows in size, the church was created to grow. As we grow larger our passion is that it's not about our size, it's about our spirit. We're in this together! (John 17)

### **5. We Always Bring our Best**

God calls us to love Him and to love others. One of the ways we love well is to BRING OUR BEST. Jesus brought His BEST for us! We are driven to bring our best for Him and others. As a result, we value hard work, creativity, beautiful spaces, and doing everything we do with EXCELLENCE. (Colossians 3:23, 1 Corinthians 10:31)

### **6. We Are Serious About Having Fun**

God is the creator and author of FUN. We believe God is a blast and the church should be too! We recognize that every good gift comes from God. We seek to enjoy God and His gifts His way as we create FUN environments that point us to the God who loves life! (Song of Songs, James 1:4, Psalm 34:8)

### **7. Passion Drives Us**

Passion is not something that has to be pulled out of us. Rather, passion pours out! As God has loved us, we will love. As God has served us, we will serve. As God has generously given to us, we will generously give. We love God and His Church with PASSION. We embrace the mission from Jesus with PASSION. (Matthew 22:37-40)



# Prayer

TEAM

## Section 2

### TEAM MINISTRY STANDARDS

Part One:  
General Expectations  
& Behaviors

Part Two:  
Age and Background Check  
Requirements

Part Three:  
Team Characteristics

Part Four:  
Position Descriptions

We are the Keystone Family. We are people who answer God’s call to love God, love people and serve God’s Church. As Jesus served us, we serve others as we lead everyone to experience a passionate life in Christ!

## General Expectations and Behaviors

### Serving and Attending the Worship Experience

All Servant Leaders will commit to regularly attending the in-person weekend worship experience at Keystone. For teams that require Servant Leaders to be in position for an entire service, these Servant Leaders serve at a separate service from the one they attend in the Auditorium.

### Servant Leader Safety Considerations

While serving, always make an effort to maintain safety for yourself and those who are serving with you. This means avoiding situations where a person’s integrity could be called into question. Never enter a closed-door room with a child (who is not your own) without another unrelated adult present, nor a closed-door room with only one other Servant Leader of the opposite gender.

### Weekly Communication and Preparation

Being prepared and communicating with our team helps us bring our best as we serve God and others. Each Servant Leader is asked to communicate regularly with their team’s leadership via Planning Center Online. Schedule requests will be sent weekly via email and the Planning Center Services app, and will include any applicable arrival and other times. Please promptly respond to the schedule requests (by choosing Accept or Decline) when they are sent.

### Dress Code

Each Servant Leader will receive a Keystone Church lanyard that should be worn at all times while serving on the campus. (In certain ministry teams, a different type of identification may be used.) A modest dress code is required. A helpful question to ask oneself is, “Can I bend over and sit on the floor without revealing anything?”

## Arrival and Departure

The arrival time for Servant Leaders will be included in the schedule request in Planning Center. Make note of this time when you are scheduled to serve, as arrival time or other applicable times may vary. Departure following service will vary based on the type of service or ministry moments as led by the Pastor.

## Cell Phone Usage

Cell phones are to be used for assigned ministry use only. Please keep your cell phone hidden while you are in position and serving on behalf of the team.

## Transferring or Stepping Down

Please give your team's leadership a two-weekend notice if you are interested in stepping down or transferring to a different serving team. If you are interested in serving in a different ministry, Keystone Staff will help make this process as smooth as possible by connecting with the leadership of that ministry to get the process started.

## Confidentiality

Confidentiality within the Prayer Team is of utmost importance. Situations may be discussed with the Leadership of Keystone Church, but only to the degree necessary to find further Biblical solutions to the problems presented and/or for training purposes. It is expected that the identity of the individual involved will be kept confidential in any discussions.

There are specific exceptions to the confidentiality policy noted below. Please contact Staff or a Prayer Team Lead or Service Lead immediately in the following situations:

- When it becomes clear that an individual is a danger to self or others.
- If there are reports of abuse to children or others unable to care for themselves.

## Part Two: Age and Background Check Requirements

Servant Leaders on the Prayer Team must be at least 18 years old. Background Checks are required for all Servant Leaders on the Prayer Team.



## Part Three: Prayer Team Characteristics

The Prayer Team functions to usher in the presence, help, and movement of God through prayer and intercession. In order to carry out the vision and values of Keystone Church, the following characteristics are crucial for the role of a Prayer Team Servant Leader.

- I. **Bold.** We pray bold prayers because God says we can (see Hebrews 4:16)! Our confidence comes from God and we stand on His truth. As we stand firm in our faith and live daily in personal freedom, God will use us to lead others into life-changing faith and freedom!
  - The Bible is our foundation for truth. As we know scripture, we can pray Scripture. There is nothing more powerful than praying God’s Word in a personal way. For example, if a person is asking that God would show him/her what to do, we can boldly pray something like: “God, we ask for you for wisdom. Help \_\_\_ to hear and know your voice in \_\_ situation. Help us not to doubt you but we BELIEVE your Spirit will lead \_\_\_ to know and understand your will in this situation.” (See James 1:5-6 for more inspiration.)
  - We actively pursue a strong and growing faith in Jesus. We believe Jesus is the source of strength, help and healing to all who come to Him.
  - Our identity and worth is anchored in the Gospel. This Good News is the finished work of Christ on the cross.
  - We surrender to and are led by the Holy Spirit. With boldness through the Spirit filled prayers, we lead others to claim God’s promises and will for their lives.

## 2. **Devoted** | “I’m in!” We love Jesus and His church. We are all in!

- We love and follow Jesus with authentic hearts. This means we worship Jesus in spirit and in truth. We don’t live one way during the week and a different way when we are at church. We know none of us are perfect, but we lay our imperfections at the cross as we seek to follow God. We are ALL IN as we pursue life in Christ and lead others to experience life change through Jesus.
- We love others and His church. We love others by honoring the dignity of every person and standing in faith as we pray on their behalf. We love God’s church as we promote unity, attend regularly, give generously and serve with excellence.
- We are committed to the team. This means we respond to scheduling requests, show up prepared and on time, fill in when needed and see every opportunity we serve as a potential moment for God to do something BIG in our lives and the lives of others.

## 3. **Trustworthy.** We commit to preserve and protect the unity of Keystone Church.

- Conversations heard in confidence should be kept in confidence.
- Provide a safe place for people to be vulnerable. As you minister to people in need or in pain, commit to show compassion, understanding and grace.
- Establish quick rapport with others by active listening and fostering honest conversation.

## 4. **Approachable.** As a Prayer Team, we strive to present ourselves in a manner that draws people to Jesus and loves others well.

- Communicate a warm, friendly and caring attitude through words and actions.
- Be attentive and engaging with your body language. For example, maintain eye contact, avoid crossing your arms, smile upon greeting.
- Maintain a genuine and humble attitude.

**5. Listener.** Being quick to listen is a gift to others and honors God's design for communicating. As we love and serve others, we strive to grow in the skill of listening.

- Be fully present and engaged. Remove all distractions such as a cell phone so you can actively listen to the person and hear the situation.
- Convey a calm and confident attitude to foster an atmosphere of peace and unity.
- Empathize with others and their unique situations (i.e., acknowledging the struggles they are facing in marriage, addictions etc.).
- Focus on being present. When appropriate, practice reflective listening by restating what the person shared in order to confirm you understand.

**6. Leader.** Faithfully lead others to encounter and connect with God.

- We consistently and intentionally point others towards Jesus through our conversations, prayers and actions.
- Be open to coaching. All of us have room to grow. We are in this together and are committed to helping each other get better.
- A Prayer Team Servant Leader understands the primary goal is not to give information but to facilitate an encounter with God.
- Acknowledge God as our ultimate leader and remain confident that He will lead all prayer conversations.

## Part Four: Prayer Team Position Descriptions

### Prayer Team Lead

The Prayer Team Lead is responsible for leading team members by caring for and encouraging spiritual health as they are equipped to serve at Keystone Church. The Prayer Team Lead will monitor the weekly schedule with the Prayer Team Service Lead to ensure that necessary positions are filled. The Prayer Team Lead is responsible for all training for new Servant Leaders and will lead and/or facilitate specific training for the entire Prayer Team (i.e., training workshops, special event procedures). The Prayer Team Lead reports directly to staff.

## **Prayer Team Service Lead**

Prayer Team Service Leads are responsible for guiding Servant Leaders during their assigned service hour spiritually and procedurally. Service Leads will monitor weekly schedules and make sure all necessary positions are filled. They are responsible for their team carrying out all tasks during their service hour. Prayer Team Service Leads report to the Prayer Team Lead.

## **Prayer Team Servant Leader**

Prayer Team Servant Leaders will be scheduled and in place during regular weekend services and special events to pray over the Auditorium before service begins and to pray for individuals during ministry moments. They are responsible for following all processes and procedures, responding to weekly schedule requests, and communicating with their Service Lead.

## **Weekly Prayer Warrior**

Weekly Prayer Warriors receive and pray for concerns and requests from the Keystone Church family throughout the week. They are behind-the-scenes warriors who provide faithful and consistent prayer. They help build and strengthen the church through private worship and intercession. These Prayer Warriors also participate in ongoing Prayer Team Equip trainings and other team events.



# Prayer

TEAM

## Section 3

### PROCEDURES

Part One:  
Arrival Procedures

Part Two:  
Prayer Moments and  
Procedures

Part Three:  
Other Procedures

## Part One; Arrival Procedures

### Servant Leader Childcare

Servant Leaders on the Prayer Team are encouraged to utilize the Keystone Kids programming while they are serving during normal weekend services. If you have a question about what is available for your kids when serving, ask a Prayer Team Lead or Staff Lead.

### Arrival and Check in

For each service time, one person will be designated in Planning Center as the Service Lead. Upon arrival, each person will check in with the Service Lead, retrieve their Servant Leader lanyard, and receive any instructions related to the service flow or special event.

## Part Two; Prayer Moments and Procedures

### Prayer Before Service

Before weekend services begin, prepare your heart and mind for prayer. Arrive in the auditorium 20 minutes before doors open. Move freely throughout the auditorium praying aloud for each person to encounter Jesus. This moment is a time to ask God to move through the Keystone worship experience.

### Prayer After Service

Prayer Team Servant Leaders will be available in the lobby, at the front of the auditorium or in the family room after each worship service experience. Depending on the weekend plan, the Service Lead will inform and assign each Servant Leader to be positioned in the designated area ready and available for prayer.

While in your designated area after service, have your eyes open for prayer opportunities. When a person approaches you in need of prayer, be aware of your body language and facial expressions. Carry mints or breath strips to ensure fresh breath.

Do the following:

- Introduce yourself and ask their name(s). (i.e., “Hi I’m \_\_. I’m part of our Prayer Team. What is your name?”).
- Ask if they would like to share a specific request or prefer you pray in general. (i.e., “I’d be honored to pray for you. Is there anything specific?”).
- Be mindful of the time. A 2-3 minute prayer is a good gauge and allows time to minister to others in need of prayer.
- When you are done praying, encourage them to complete the prayer card or text the prayer number during service for continued prayer support during the following week.

## Prayer During Services

At the direction of the Pastoral Team, the Prayer Team will be available for prayer in services as needed. This may occur weekly or on special occasions. Specific Servant Leaders will be contacted and scheduled in Planning Center prior to the service.

Prior to the service, you will receive detailed instructions about your role and the service flow from the Service Lead. During the service, be prepared to follow the leading of the Pastor on stage as he or she directs you to move into position for prayer.

When praying during a service, be aware of the environment around you. (i.e., song ending, service flow, people waiting for prayer etc.). A 1-2 minute prayer is a good gauge and allows time to minister to others in need of prayer.

## Part Three; Other Procedures

### Individuals Needing Referral to the Freedom Team

Sometimes a person may benefit from additional ministry through the Keystone Freedom Team. (i.e., crisis, severe distress, addiction or bondage, asking for help). Encourage the person to fill out a Freedom Ministry request. Inform them the Scheduling Coordinator will contact them soon to discuss Freedom Ministry and schedule an initial session.



## **Anointing With Oil**

In certain moments, Prayer Team Servant Leaders will offer the anointing oil during the time of prayer. This will be directed by the Service Lead. The anointing of oil is a tangible act of faith according to James 5:14-15. At the direction of the Pastoral or Prayer Team Lead, you will be prepared to offer this anointing of oil to the person in need of physical, situational and/or spiritual healing.

When providing this ministry, ask the person's permission and/or preference (i.e., "As we pray, would you like me to anoint you with oil?"). Be prepared to give a short explanation if needed. "In James 5, God shows us that anointing with oil is a powerful act of faith for people as we pray for healing. The oil is not magical. It marks the moment and represents our belief in the power of God to heal."

## **Prayer Moments With Opposite Genders**

Often we designate Prayer Team Servant Leaders to pray in pairs or with the same gender. It is best if you can pray with a person of your same gender or bring in a third party to join you. In the event that no one else is available, it is acceptable to pray for a person of the opposite gender during the worship service or in the lobby. Never pray with the opposite gender in a private location.

## **Scheduling Requests**

Scheduling of all positions will happen via requests through Planning Center. Most Servant Leaders on this team will not each be scheduled every weekend. When scheduled, please respond to requests as soon as possible. Download the Planning Center Services app for helpful team information, including service and arrival times.

If you know you will not be available, you can block out dates ahead of time in the app or online. If you get sick or can't serve, decline your request and give a reason why. It's also helpful to contact the Service Lead as soon as possible to let them know.

## **Special Events**

Special events will be scheduled in Planning Center. Prior to a special event, the Service Lead will share specific instructions that may differ from the procedures for normal service experiences.

STAY CONNECTED

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KEYSTONE APP  
SCAN HERE

