

Prayer People Manual

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Prayer Person's Role

Lot's of Prayer going on at Encounter! At Encounter there is a Prayer Team* (with a "Prayer Team Room"), 1 or 2 Prayer People (who have their own private space for prayer), and then there is the "Prayer Chapel", where individual team members or pairs spend half hour increments in intercessory prayer.

The Prayer People are an extension of the conference room. You are to build relationships and be available to the candidates first and then team, to pray with and for them. Prayer People are responsible for setting up and scheduling the Prayer Chapel (a small room or closet where team members pray for the weekend in ½ hour shifts). You also collect the prayer requests from candidates and team and delegate those requests to the correct place (Prayer Team, Prayer Chapel or yourself).

*The Prayer Team prays for each speaker before and after their talks throughout the weekend. They pray for prayer requests you delegate to them and they also commission the tables on Sunday among other responsibilities. Keep an open line of communication with them.

General Suggestions

You will be assigned a space that is close and available to everyone in the conference room and also the team. Have a sign available to place on the door saying “Prayer in Progress” – that way people will know when you are with someone.

You might want to keep a notebook with you so that you can write down prayer requests that the different speakers, Teams, Table Leaders and Candidates have. It’s hard to keep it all straight otherwise.

Ask the Rector/Rectora or Weekend Coordinators (WC’s) for a list of candidates at each table and the name of the table so that you know the Candidate’s names and who their Table Leaders are.

It is difficult sometimes not being part of any team, but you just have to focus on the personal prayer time... you’re a Spiritual Director (SD) in a way, but your job is much more specific. Try to stay in the background and let others be busy and “handle” things. Try to let God lead the people to you instead of you going to them.

Be in the Conference room when the candidates are there – in the Prayer Room when they are in their discussion groups – that way the Table Leaders will know where you are.

Remember, if you are not a licensed counselor, you are NOT a Counselor – be careful as candidates come and say “Tell me what to do”.

Having a sheet of verses, a Salvation tool or some other type of handout to give to people who are struggling is good to have.

It would be good to have an awareness or basic knowledge of:

- Community Resources
- Emotional and sexual abuse, substance abuse (drugs/alcoholism).

You could sleep in the Prayer room if you’d like – that way everyone knows where you are should an emergency arise.

Prayer Requests Boxes

- Place a box in each team room (Prayer, Kitchen, Support) and in the Conference room.
- Frequently Check the Prayer Request boxes for requests. Make sure there is plenty of blank paper stocked.
- Sort through the requests—pray for them and pass the corresponding requests to the Prayer Chapel and Prayer Team.
- The Prayer Chapel is not to have any request that shifts the focus away from the people or activities of the weekend (ie. a request to pray for someone’s family member who is not attending the weekend or a request looking for a job-these request may be passed along to the Prayer team).

- Prayer Team may be given the requests that are put in the Prayer Chapel (make sure there is a copy in both locations).
- Prayer Request sheets are in the paperwork file with the prayer chapel supplies. Copies should be made.

Prayer Chapel

A quiet place where 1 or 2 team members or Alumni (including TEC and Cursillo) pray in ½ hour shifts—praying over and lifting up the entire weekend.

- There is a sign-up sheet in the back of this manual to be copied and placed out during the team meeting for team to sign-up (at first only 2x per person—more once everyone has had a chance to sign up).
- There are time slots where those working should not fill and are to be filled with other Encounter/YATEC/TEC/Cursillo community members. Make some phone calls to fill these slots. Recruit the assistance of the Prayer Rector/Rectora if needed.
- Talk to the Weekend Coordinators regarding which room has been assigned the Prayer Chapel.
- Set-up/decorate the room to be cozy and inviting. There is a bin in the Encounter supply trailer for the Prayer Chapel with the following items:
 - Bible
 - Christmas lights
 - CD/MP3 Player
 - Extension Cord
 - Tape
 - Rope
 - Clothes Pins, Safety Pins, Wire
 - Scissors
 - Notebooks/Pens
 - Prayer Chapel door sign
 - White Sheets (for covering walls or shelves etc)
 - Prayer Request Boxes/Slips (to be placed in team rooms/conference room)
 - There is a kneeling bench in the trailer that is also to be used in the Prayer Chapel.
- Add items to the room as you see fit. (Lamps, Floor Pillows, Tissues, etc)
- Tape the completed sign-up sheets to the Prayer Chapel door as a schedule reminder for who prays when or next.
- Put a copy of the complete sign-up sheets in each team room.
- There is a red paper sheet in your manual to be placed in the prayer chapel for anyone who has not been relieved by their replacement. This is to be put under the door for you to see and to find their replacement.
- Put a list of candidates in the prayer chapel.

Prayer Chapel Guidelines

The Prayer Chapel has a very specific purpose:

INTERCESSION - pleading and intervening on behalf of others. Specifically, those present during the Encounter weekend. The Prayer Person(s) are in charge of the Prayer Chapel.

Ephesians 6: 10-12, 18...

Be strong in the Lord and in His mighty power. Put on all of God's armor so that you will be able to stand firm against all strategies of the devil. For we are not fighting against flesh-and-blood enemies, but against evil rulers and authorities of the unseen world, against mighty powers in this dark world, and against evil spirits in the heavenly places. Pray in the Spirit at all times and on every occasion. Stay alert and be persistent in your prayers for all believers everywhere.

The Encounter weekend undergoes serious spiritual warfare and is in need of uninterrupted intercessory prayer. The Prayer Chapel is a place of opportunity to battle in prayer on behalf of those present (working and attending) the weekend. Souls are at stake. Any other activity that distracts from this purpose should be done elsewhere in the facility or another time and place.

Each team member is asked to intercede for at least two-half hour slots (may be consecutive) throughout the weekend. Those wishing to take more slots should wait until everyone has had a chance to sign up. There are no overnight shifts on the schedule, but we do encourage individuals to fill these watchmen positions. Overnight shifts should not interfere with the ability to serve the rest of the weekend and wisdom should be exercised.

There is a 2 person, same gender, maximum in the Prayer Chapel. Only Team members and Encounter, TEC or Cursillo Alumni should be in the chapel. Candidates and other guests who need prayer should seek out the Prayer Person(s), a Spiritual Director or Prayer Team.

Prayer chapel etiquette:

- Quietly knock before entering.
- Remove shoes and leave them outside of chapel.
- Person leaving prayer chapel may pray over the person coming-for an alert, focused and Spirit-led time of prayer.
- Pray specifically for what is happening at the time in the schedule—for the activity and those involved. Keep it focused and specific to the people and events of the weekend. Other prayer requests will be prayed over by the Prayer Team and Prayer Person(s) See posted schedule and prayer suggestions.
- When you leave, look at the prayer chapel schedule on the outside door and remind the next person (1/2 hour after your relief) that they pray in a 1/2 hour.
- If no one comes to relieve you, place the red laminated card under the door and the Prayer Person will find your replacement.

Things To Do Before The Weekend

- ❑ Contact people who are not working the weekend who have been part of previous Encounters or Cursillos to fill in spots during the Agape Dinner. Members of Council or Bernice Peltier is a good contact for this.
- ❑ Come up with a plan to regularly swing by the prayer chapel to handle red card situations (maybe every 10 minutes and 40 minutes after the hour)

Leadership Meeting

This is a meeting of all the leaders for the weekend. The leaders for the weekend include the Weekend Coordinators Spiritual Directors, Adult and Rector/Rectors of each team and Table Leaders. This meeting is lead by the WC's along with the Rector and Rectora. Read through your manual and get familiar with your role and the weekend schedule.

Team Meeting

- ❑ One or both of the Prayer people will be part of the Talk evaluations during the team meeting.
 - ❑ Take notes during the talks
 - ❑ Review that talk afterwards with the speaker and the other evaluators.
- ❑ Explain the Prayer chapel during Team Meeting announcements
 - ❑ What is it?
 - ❑ Where is it?
 - ❑ Rules
 - ❑ Sign up twice-check with your R/R to avoid clashing times, fill up day first before taking late night. Remember to leave time in your schedule to get some sleep!
 - ❑ Ask team if they could contact people to come during the Agape Dinner, the Closing, also late night if they'd like. Give out your contact information so they can let you know what time slot they can fill.

Encounter Weekend

Friday Morning:

- Set-up the Prayer Chapel.
- Meet with each of the speakers for the weekend.
 - Talk about any specific fears or concerns they may have
 - Explain that you will be praying for them as they give their talk
 - Ask for specific things/people they would like you to pray for
- Meet with the Kitchen and Support Teams placing a prayer request box in each room, stating that you are available for prayer and will be picking up the requests throughout the weekend.
- Meet with the Prayer Team - Explain that you will be picking up all of the prayer requests from the conference room and each team room and may be utilizing them to pray over some of those requests.
- Meet with the Rector/Rectora and WC's when they put the tables together.
 - Pray with them before you begin the process
 - Pray as they put the tables together
 - Begin praying for specific Candidate needs that come up
- During the commissioning stay in the background and pray for each of the teams as they are commissioned.
- Try to meet with each pair of Table Leaders and ask for prayer requests they may have.
 - Pray with them and offer to meet with them during the weekend to pray with them for their tables.
 - Remind them that you will be in the Conference Room during the talks, so if throughout the weekend they have prayer requests for specific people at their table they can let you know.

Friday Afternoon:

- Pray for Candidates as they arrive
- Stay close to the room you have been assigned so people know where to find you when prayer is needed for specific requests.
- Before each talk as they are "praying-up" the speaker, pray for the speaker.
- During the talks go into the back of the Conference Room and pray as the talk is given.
- Go to each of the teams in the evening and see if there were any specific things that had come up for which they need prayer.
- As the Candidates go through the Stations of the Cross, go and sit in the back of sanctuary and pray for each of the tables as they come into the sanctuary.
- Be available for individual or small groups of candidates to come in and pray with you.

Saturday:

- Basically #'s 1-5 of Friday
 - Try to casually meet each Candidate and talk to them during their breaks and free time.
 - Try to "touch base" with each pair of Table Leaders.
 - Be available for individual prayer with Team and Candidates.

Sunday:

- Same as Saturday
 - Meet with the SD's and WC's to plan the closing.
 - Continue to offer to pray for the Candidates following the weekend.

- ❑ Specifically announce during the “down” time in the Conference Room before tables go for commissioning and table discussion time that you are willing to continue praying for them if they want you to. (set out a basket for their names and prayer requests)

Appendix A - Manual Content

Please assemble this manual in a binder with the following content in this order:

1. [Master Schedule](#)
2. Prayer People Manual
3. [Prayer Chapel Sign Up](#)
4. [Talk Outlines](#)
5. [Team Code of Conduct](#)
6. [Prayer Request Template](#)