

# **STF PRAYER WALL APP**

## **PRAYER CAPTAIN ROLE & RESPONSIBILITIES**

### **Role**

The role of a Prayer Captain is to review the appropriateness of prayer requests submitted and facilitate the posting of requests in the South Tampa Fellowship (“STF”) Prayer Wall App. To serve as a Prayer Captain, the following qualifications are required:

- Be 18 years of age and older and a member of STF;
- Have a heart for prayer and a desire to be a part of STF’s vision for prayer;
- Be a positive role model as evidenced by one’s Christlike speech and actions that reflect an attitude of Christian love and understanding in all situations; and
- Be able to commit to a block of time each week to monitor prayer requests that are submitted for posting in the STF Prayer Wall App.

### **Responsibilities**

1. The Prayer Captain will commit to a weekly time slot (not to exceed four hours) to review and post prayer requests as appropriate (time commitment may vary based on the number of Prayer Captains assigned to the weekly time slots).
2. During the designated volunteer period, the Prayer Captain will review prayer requests to determine whether the requests should be posted, referred to Admin, or sent for immediate attention as outlined below and on the attached Prayer Captain Decision Tree. The goal should be to review and post the prayer request as soon as possible, but no later than 60 minutes from submission of the request.
3. Before posting a prayer request, the Prayer Captain will review the request (including title and content) to determine appropriateness as follows:
  - (a) Prayer requests should be sent for Admin review and not be posted if requests:
    - (i) Contain any material which is defamatory, obscene, indecent, abusive, offensive, harassing, violent, hateful, inflammatory or otherwise objectionable.
    - (ii) Promote sexually explicit or pornographic material, violence, or discrimination based on race, sex, religion, nationality, disability, sexual orientation or age.
    - (iii) Infringe any patent, trademark, trade secret, copyright or other intellectual property or other rights of any other person.
    - (iv) Violate the legal rights (including the rights of publicity and privacy) of others or contain any material that could give rise to any civil or criminal liability under applicable laws or regulations.
    - (v) Be likely to deceive any person.
    - (vi) Promote any illegal activity, or advocate, promote or assist any unlawful act.
    - (vii) Cause annoyance, inconvenience or needless anxiety or be likely to upset, embarrass, alarm, or annoy any other person.
    - (viii) Impersonate any person or misrepresent your identity or affiliation with any person or organization.
    - (ix) Involve commercial activities or sales, such as contests, sweepstakes and other sales promotions, barter or advertising.

- (x) Give the impression that they emanate from or are endorsed by STF or any other person or entity, if this is not the case.
  - (xi) Are written in a manner that is not considered a prayer request (e.g., promotional content) or is considered questionable for any reason that is not described above.
4. If any prayer request contains language that may suggest a person is in danger or a danger to others, the Prayer Captain must take these immediate actions in the order below (refer to the attached Prayer Captain Decision Tree):
- (a) Call the STF Church Office to report the situation to the In Office Pastor (813.251.1515) during office hours or Pastor On Call (813.251.1515 and select option 4) after office hours and Friday through Sunday; and
  - (b) Flag the prayer request by adding HIGH PRIORITY in the prayer request title field via the edit function and post the prayer request to the Admin wall.

(NOTE: Terms that may indicate an increased risk of danger are:

- Suicide, desire to end life, or feels trapped with no solutions.
- Feeling worthless, hopeless, like a burden on others, or others will be “better off” without them.
- Physical abuse, insinuation of abuse, abusive conduct, or fear of injury for self or others.)

5. Once the prayer request is deemed appropriate for posting, the following will be performed:
- (a) The Prayer Captain will confirm that the date has been selected (should default) prior to posting the request if the individual submitting the prayer request has selected a specific date for prayer;
  - (b) At the Prayer Captain’s discretion, the Prayer Captain may choose to send the individual a comment for clarification and/or encouragement which may include a Bible verse from a selection of verses made available to the Prayer Captains; and
  - (c) The Prayer Captain will post the request to the Team or Pastor wall, as applicable.

(Note: The individual submitting the prayer request will automatically be sent a notification that the request has been posted.)

6. If a scheduled vacation, event, or appointment is planned during a Prayer Captain’s designated time slot, the Prayer Captain should find coverage earlier rather than later as described below.
7. Emergencies, vacations, or unmovable appointments may occur that will cause a Prayer Captain to not be able to serve during the designated time slot. In these instances though the hope is that these are rare, the Prayer Captain should:
- (a) As soon as possible, review the list of the Prayer Captains (including cell numbers) and respective time slots which will be made available to the Prayer Captains and request another Prayer Captain to fill the open time slot;
  - (b) Consider offering to cover the substitute Prayer Captain’s time slot in the future even if it means coverage of two time slots in one week or simply switching time slots for the week; and

- (c) After a substitute Prayer Captain is identified, the Prayer Captain should email the Admin Team with a copy to the substitute Prayer Captain noting the relevant information.
- 8. If there is an emergency during or immediately before your time slot and the above step (7.(a)) does not result in the time slot being filled, the Prayer Captain should call the “Prayer Captain of the Day” and request to have the time slot (or remaining time slot if the emergency arises during the time slot) covered.
- 9. In the event, that the Prayer Captain of the Day will not be available during the assigned day, the Prayer Captain of the Day will make arrangements to have another Prayer Captain of the Day cover relevant responsibilities. (Each day of the week will have an assigned Prayer Captain of the Day.)

# Prayer Request Prayer Captain Decision Tree

Is the request appropriate?

Yes

1

Prayer Captain posts request to Team or Pastor wall, as applicable.  
(If clarification is needed, Prayer Captain will send a comment to the Requestor asking for additional information prior to editing, if applicable, and post the request.)

No further action needed

**Send a note to Requester**  
*Send a comment and/or Bible verse to Requestor for encouragement. (Optional)*

An inappropriate request would include content listed in the STF Prayer Application Terms of Use. This document can be accessed via the Mobile Application End User License Agreement (Section 17) which is available in the Terms & Policies of the STF Prayer Wall App Church screen.

No

2

Does the request describe self-harm or harm to others?

No

4

Is the request inappropriate or vulgar in speech or nature?

Yes

Prayer Captain posts request to Admin wall.

Yes

3

Prayer Captain notifies the In Office Pastor during office hours by calling 813.251.1515 or Pastor On Call during after hours by calling 813.251.1515 (select option 4), flags request (edits request and adds HIGH PRIORITY in the title field), and posts to Admin wall.