

24/7 Prayer Room Hosting Instructions

Thank you for participating as a host of the prayer room! We are excited about your involvement and trust that God has great things in store for you as you serve and pray.

This document includes the following instructions and guidelines to keep in mind as you host your segment at the prayer room:

- Prayer Room Core Values
- Areas of Consistency for Hosts
- Areas of Flexibility for Hosts
- Other Hosting Information

Prayer Room Core Values

His Presence

The prayer room will be an environment where anyone can encounter the presence of God. This is a designated space for people to break away from the daily routine of life in order to engage with God, reflect on the gospel of Christ, draw near to God's Spirit, and rest in his unending grace and love. The room will be designed for people at various stages in their journey with God to encounter him in a meaningful way.

"Seek his presence always" Psalm 105:4

Our Unity

The prayer room will be a tangible expression of unity, hosted by individuals, churches, and ministries of all denominations. Agreement with the Apostles' Creed, naming the basics of historic Christian faith, will serve as the common bond. This creates an opportunity for a wide variety of church streams and traditions to participate, host, and lead. There will be a general framework and parameters that create consistency while also allowing stylistic freedom and expressions of God-honoring creativity.

"I in them and you in me—so that they may be brought to complete unity. Then the world will know that you sent me and have loved them even as you have loved me." John 17:23

The City's Peace

Not only will the prayer room be a place to engage with God's presence both individually and collectively, it will be a place of gospel prayer for the good of the city, region, nation, and world. People will be welcomed to make prayer requests known and to pray on behalf of others. This will include prayer and intercession for individuals, families, neighborhoods, businesses, non-profits, government, education, health and wellness, and the overall peace and prosperity of Fort Wayne and beyond.

"Seek the peace and prosperity of the city to which I have carried you into exile. Pray to the LORD for it, because if it prospers, you too will prosper." Jeremiah 29:7

Areas of consistency

Because the room will be hosted by many different individuals, churches, and organizations, it is important to uphold certain areas of consistency no matter who is hosting. These are the areas we ask to be honored at all times:

Upholding the Core Values

As host of the prayer room, we ask that you ensure the Core Values of the room are upheld. This includes maintaining an atmosphere conducive to meeting God's presence, maintaining unity as a body of diverse believers who are rooted in gospel truth, and maintaining God-honoring prayer during your allotted time. If at any time you feel the Core Values are not being upheld, please contact a Prayer Room Administrator for guidance.

Primary Responsibilities of a Host

Hosts of the prayer room have two primary responsibilities: to pray, and to welcome those who come to pray. As visitors come to the room, hosts should be mindful of the appropriate way to receive them – see Hospitality section for more information. If multiple guests need welcoming or assistance, both hosts may step away from prayer temporarily, but then can resume prayer after.

Dedicated prayer only

The prayer room is dedicated exclusively for prayer and prayer in the form of worship. We ask that the room not be used for Bible studies, meetings, small group discussions, gatherings, parties, preaching, teaching, or other church-related activities. While small group meetings are not permitted, a small group could sign up to host the prayer room, so long as the group follows the hosting requirements and room guidelines.

Open to the public at all times

Part of the responsibility of hosting is welcoming people who just show up. The room can never be exclusive for one group, but must remain open for people to come and pray on their own any time. Host churches or organizations must make sure that anyone from outside their group does not feel intimidated, outnumbered, or not welcome to come in.

Hospitality

One of the main roles of hosts in the room is to greet people as they come in. People who come into the room for the first time may not know what to do. A simple greeting as people come into the door and guiding them to the welcome station will help them feel more at ease. The Welcome Station will give them an explanation of the prayer room and layout. As host, we ask that you receive guests in whatever way is most meaningful to them. Some may wish to interact and be prayed over, while others may prefer solitude or privacy as they pray.

Scheduling at least two people in the room at all times

Please make sure at least two hosts are in the room at all times from 6:00 a.m. to midnight on your selected day. See the Areas of Flexibility section for tips on staffing your time. The hours of midnight to

6:00 a.m. are considered “night watch” and will be covered by a separate team who has been trained on special protocol required for those hours.

Maintaining the room

Please do not rearrange the room, alter the prayer stations, or create new stations in the room. If you have suggestions about the room, you can submit them to the Prayer Room Administrator, and they will be considered by the prayer room advisory team. Aside from Bibles or things needed to facilitate prayer, please do not bring outside items into the room, and be sure to take anything you brought with you when you leave.

Honor the weekly rhythms

There are certain times throughout the week that follow a rhythm. There are separate documents explaining the guidelines for these directed times. As host of the prayer room, we ask that you honor the weekly rhythms as follows:

- Live worship and prayer hours Monday through Friday from 7:00 to 8:00 a.m. and from 7:00 to 8:00 pm. You can choose to lead that timeframe with your own worship musicians, reflecting your own style and traditions, or you can request assistance in leading this time. The live worship doesn’t need to be a full band - even one person with an instrument can lead. We recommend no more than 4 people leading worship due to space constraints.

Music at all times

Unless there is a stated quiet hour, we ask that music be played in the prayer room at all times. Music helps to create a welcoming environment and invites us into the presence of God. We ask that hosts be sensitive to the environment in the room and the needs of visitors, however we also invite hosts to experience prayer through the tasteful and respectful music and style of their choice. A few other considerations regarding music include:

- Music played in the room can be instrumental or worship, live or recorded, and in a variety of styles so long as it enhances, not distracts from, the room’s primary function of prayer.
- Music should not exceed the volume level marked on the sound system out of respect for our building neighbors. Between 8:00 am to 7:00 pm Monday through Friday, the use of “low pitch” instruments such as percussion or bass guitar are not permitted since that is harder to prevent from travelling outside the room.
- Play lists will be available in the room for use, or hosts may provide their own music so long as it aligns with prayer room core values.
- Corporate worship should not occur between 8:00 am to 7:00 pm Monday through Friday out of respect for our building neighbors.
- The prayer room is equipped with a keyboard, a microphone, and a sound system. Hosts may bring other instruments as desired, and hosts are also responsible for ensuring room equipment is respected and used appropriately.

Areas of Flexibility

In addition to the areas of consistency we ask every host to honor, there are areas of flexibility and freedom for prayer room hosts that allow us to celebrate the diversity of God's church:

Themes

Prayer room hosts may choose to focus on a theme during their hosting slot. Themes will be publicly promoted so that anyone in the city with a similar passion can participate. A few examples of approved themes include: families, marriage, foster care, adoption, first responders, sanctity of life, human trafficking, youth, schools, cancer, racial unity, crime, specific countries, etc. Additional themes can be approved in advance by the Advisory Team. If a theme is selected, hosts should still be mindful that individuals will be entering the space not connected to the theme, just to pray on their own. Any requests to bring items (fliers, information, signage, etc.) related to a theme must be approved by the prayer room administrator in advance. Whenever possible, minimal or digital materials are preferred to reduce distraction and visual clutter in the room.

How you assign a minimum of two people in the room at all times

There are a variety of ways to do this. You can decide what best works in your setting to cover the hours of 6:00 a.m. to midnight:

- You can ask individuals to sign up for slots or ask small groups or entire ministries to sign up.
- We recommend that individuals sign up for one- or two-hour slots. A small group may elect to cover a longer timeframe, taking shifts within the members of their group.
- Include people who are prayer warriors but don't exclude others who may not be. Some people may sign up because they love hospitality or simply want to serve.
- Don't just wait for volunteers to sign up, intentionally ask individuals, groups, and ministries to consider taking shifts.
- Be creative and make it fun. This is a great opportunity for a church or organization to serve together and be a blessing to the city.

Praying with others

There will be differing comfort levels hosts will have regarding praying for people who come into the prayer room. Many people will come wanting to pray on their own, but there may be occasions where people will desire someone to pray for them. Being available to pray with people when needed will be helpful.

Other Hosting Information

Prayer Room Administrator

As you host, we will have an assigned administrator who will help you leading up to your assigned day and be available if needed on that day as well.

Inquiries and Media Coverage

As a host, you serve as a representative of the prayer room and an ambassador for the Kingdom to any who come to the room. If you are approached by the media or anyone asking for you to speak on behalf of the prayer room, please refer them to the prayer room administrator and/or a member of the prayer room advisory team.

Emergencies

As host of the prayer room, it is your responsibility to respond in an appropriate manner to any emergencies that may occur. Emergencies may include security concerns, injuries or health concerns, issues with the room/equipment/supplies, weather related situations, etc. Resources available to you in the event of an emergency include:

- 911 – In the event of a health or safety crisis, please call 911 immediately
- Building Security – the prayer room has access to security that is always on the premises of Electric Works. To contact building security in the event of suspicious or concerning activity, call **INSERT PHONE NUMBER**
- Prayer Room Administrator – For any questions about hosting, requests or ideas about the prayer room, or non-emergent concerns, please contact the prayer room administrator at **260.444.2311**
- First Aid Kit – A first aid kit containing bandages and other basic supplies is located **INSERT LOCATION**. If any supplies are running low, please notify the Prayer Room Administrator via email.

Room Amenities

- Resource section for Bibles
- Citywide information on where basic needs (i.e., food, clothing, shelter) can be met
- Fridge with bottled waters and coffee/tea available
- Storage under the stairs for stacked chairs and other supplies
- Northwest corner of room will have the keyboard and mics. for live music.
- Basic supplies (i.e., pens, paper, whiteboard markers, etc.). If any supplies are running low, please notify the Prayer Room Administrator via email.
- Restrooms are available 24/7 in the common area located near the interior entrance of the prayer room. There are no restroom facilities in the prayer room itself.

Prayer Room Etiquette

- please silence cell phones
- please take conversations and phone calls outside the room
- please take Bible studies and meetings outside the room
- please respect privacy if taking pictures/videos
- Please keep shoes on at all times
- Please do not eat in the room
- Please do not sleep in the room
- Be mindful that many people desire to pray quietly on their own
- Please be sensitive to people's personal space
- Please do not save spots on chairs or leave anything in room
- Please respect any direction given by the hosts
- Visitor/public etiquette will be posted at the Welcome Station.

Thank you for blessing our city with your prayers and hospitality at Prayer Works!
