

## **Prayer Request Policy & Procedures**

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The office of Laurelwood Baptist Church will be honored to pray over specific prayer requests as they are submitted to our office. When permission is granted according to the guidelines below, the prayer requests can be shared in LBC bulletins printed and e-mailed as well as forwarded to the “Powerline Prayer Ministry” for others to join us in prayer. If you would like to send us a prayer request, please send it to [the LBC office](#), by phone 892-1060 or on communication cards found in Fischer Hall. Please indicate in the subject line that it is a shared or confidential prayer request.

The Laurelwood Baptist Church Office receives and forwards many prayer requests to congregation members via bulletin and to the Powerline. Scriptures encourage us to carry the burdens of one another, and we want to continue to provide this ministry. However, due to changing HIPAA requirements (Health Insurance and Portability and Accountability Act), we must become more cautious in what we share from the Laurelwood Baptist Church office.

Prayer requests can only be shared with the Powerline and printed in the LBC bulletins or e-bulletin if the request has been verified by an immediate family member. If an immediate family member requests that information is to be shared, please note the following:

If the prayer request is to be shared it will be sent to the Powerline and/or posted in the LBC printed and e-mailed bulletin,

If a prayer request is submitted as confidential it will only be passed on to the Pastoral staff and Elders for prayer.

All prayer requests will be reviewed and may be edited to ensure they are appropriate for public communication, avoiding embarrassment or potential harm to any individuals. Requests deemed confidential by the LBC office or the powerline coordinator may not be passed on.

All written prayer requests submitted to LBC will be kept in a secure locked file for at least one month then shredded.

As always, the Laurelwood Baptist Church Office will strive to keep our Pastors and Elders informed of any and all prayer needs. Our goal is to make everyone aware of the needs in a most appropriate and respectful way!

## **Guidelines for Powerline**

Prayer requests are limited to church attendees and their immediate families, as much as possible and shall be shared with the consent of immediate family member's permission to the LBC powerline and or bulletin and e-bulletin.

Prayer requests placed on the LBC powerline by the coordinator will be filtered thru Pastors for Body life and bulletin publication. Due to confidentiality, prayer requests sent only to the LBC powerline coordinator are not guaranteed to be added to the bulletin / e-bulletin. The best way to ensure that a request gets placed in the bulletins as well, is to submit the request to the office.

Requests will be filtered for actual prayer requests vs. "cries for help". "Cries for help" will be forwarded to the Elders / Pastors. If the office or LBC powerline coordinator is unsure or has any hesitations in discerning the difference then it will be forwarded to the Elders or Pastors for sharing approval.