

Checklist for Prayer Leaders



- I have a regularly scheduled meeting with my pastor at least once a month.
- I have developed a prayer ministry team and meet with them at least once a month.
- I have a written job description for my role as prayer coordinator signed by my pastor and myself.
- I have met with the leader of every ministry in the church to find how the prayer ministry can help them with prayer resources and training.
- I have scheduled a workshop for prayer and ministry leaders on how to lead small group and corporate prayer.
- I am working with my pastor and prayer ministry leadership team to develop a church prayer strategy or update the one in existence.
- I have developed and submitted next year's prayer ministry budget to the board.
- I have scheduled at least one annual all church prayer and fasting event.
- I have plans in place for an annual church prayer seminar/conference.



The Initial Meeting between the Pastor and Prayer Leader

Preparation Worksheet

The following worksheet is presented to help prepare a newly selected prayer leader for an initial meeting with his pastor. What actually happens in the meeting will depend upon whether the pastor or prayer leader calls the meeting, the established relationship between the pastor and prayer leader, how acquainted each is with the elements of a prayer minister, and many other variables.

In my time of praying in advance of the meeting, the Lord spoke this to my heart: _____

As I thought and prayed about how to show support to my pastor in the initial meeting the following came to mind: _____

I have prayed that the Lord would begin to show my pastor what the prayer ministry will look like and that as my pastor shares his vision with me that I will be able to hear his heart. I have also prayed that the Lord will give me His heart for the prayer ministry and that my pastor will be able to hear my heart--and that I will know the appropriate time to share what is on my heart. Regarding this, the Lord showed me the following:

The specific questions I want to ask my pastor regarding his expectations of me in my new role are: _____

I have prayed that the Holy Spirit will help my pastor and me come into agreement with the heart of the Father regarding the top priorities I should spend my time upon. The following are thoughts/suggestions I may want to express in the meeting: _____

I have prayed that the Lord would give my pastor time and desire to meet with me on a regular basis. Also I have asked the Lord to prepare me to work with my pastor in the way that works best for his schedule and personality. The following thoughts came to mind as I prayed: _____



The Initial Meeting between the Pastor and Prayer Leader

Follow-Up Worksheet

The following worksheet is prepared to help a newly selected prayer leader process information and follow-up after an initial meeting with his pastor.

After meeting with my pastor I would rate his support of the prayer ministry and my role as leader in the following way:

(If lack of support was shown) What I feel the Lord is asking me to do in light of lack of support is:

I heard my pastor say the following regarding his vision for our church's prayer ministry:

My pastor defined my role as church prayer leader as the following:

My pastor would like the prayer ministry to support the vision of the church in the following ways:

My pastor has agreed to meet with me on a regular basis at the following times:

The time we set aside to go over and sign my job description is:

The best time and way for me to correspond with my pastor is:



Sample Follow-up Letter to Pastor

The following letter is prepared to help a newly selected prayer leader communicate with her pastor following the initial meeting. This letter is only a sample. Your letter should convey content and follow-up discussed in the meeting with your pastor.

Dear Pastor (insert name here),

Thank you so much for taking time to meet with me this morning and share your heart regarding your vision for the prayer ministry at _____ (church name). I am most excited to work alongside you and get started with this exciting ministry.

Enclosed is a draft of my job description as we discussed in the meeting. Please let me know of any changes or suggestions you may have and I will be pleased to make revisions and get back to you right away. Also I am including in a separate document the areas for which you mentioned you are committed to lead.

I am confident that our church will make great strides toward becoming even more of a house of prayer as we focus upon the following priorities (list those the two of you agreed upon such as): raising up your pastor's prayer partners, mobilizing prayer for the weekend services, and initiating personal prayer retreats for the members of our congregation.

I look forward to your input and suggestions as we meet to plan and evaluate the first Tuesday of each month following the staff meeting.

Pastor, please know that I consider it a privilege to be praying for you and your family daily. May the Lord continue to strengthen and guide you as you give leadership to this church and extend His kingdom.

May His highest and best be yours,



Ways Leaders Can Support Their Pastors

- Pray daily for your pastor and his family. Make mobilizing prayer for the pastor a top priority.
- Always speak well of your pastor, other ministry leaders, and their families. Do not entertain gossip. Avoid the hook of the enemy to draw you in with remarks such as, “Our pastor just isn’t interested in the prayer ministry.”
- Allow the pastor to lead the process, impart vision, and set the pace for prayer mobilization.
- Develop a prayer strategy that complements the vision of the pastor and supports the ministries in the church. Remember, you’ll lead best by serving.
- Keep your pastor informed about what you are doing through meetings, memos, emails, and letters. Be sure to seek pastoral advice and endorsement before asking anyone to serve in a leadership role.
- Be patient with your pastor and the process of becoming a praying church. Developing a comprehensive prayer strategy can take three to five years. Don’t give up!



Ways Pastors Can Support Prayer Leaders

- Give the prayer coordinator the same level of respect as you do your worship leader, youth pastor, or Christian education director, even if your prayer leader is a volunteer.
- Publicly affirm and recognize your prayer leader and their role in the church. This signals that prayer is a core value to the church, brings focus and intentionality to the prayer ministry, provides a way to recruit intercessors, and encourages greater prayer participation from the congregation.
- Develop a job description and clarify to whom the prayer leader will report.
- Encourage and assist your prayer leader in building a prayer team, developing a prayer strategy, and establishing a budget. Prayer ministry takes manpower, planning, and money, just like any other ministry.
- Set regular appointments with your prayer leader to pray with him and evaluate the progress of the ministry.
- Draw your prayer leader into the leadership circle of the church. This will ensure that prayer does not become an isolated ministry, but a part of the fabric of the church.
- Teach on and model prayer from the pulpit, and promote the many times and ways in which your church members can get involved in prayer. Even when a church has a top-notch prayer coordinator, the senior pastor should be visibly and solidly involved in the prayer ministry.
- Offer training for your prayer leader. Support them financially if they want to attend a seminar, workshop or conference for church prayer leaders. Sometimes local church prayer leaders are called to lead, but are afraid to step out because they feel uninformed, unsupported and inadequate to do the job.