

## Overview

The purpose of these events is to give people the opportunity to practice healing prayer, deliverance and discernment. Experienced prayer ministers should not lead sessions, but rather act as facilitators (more on that later). All those involved should be ready to be stretched by God while keeping the Bible as the standard of behavior.

This event is organized in such a way to ensure the highest flow of prayer recipients while providing enough time for personal prayer. It is best that each client be assigned a specific appointment slot and that the ministry time not go past the time allotted.

## Facilities

To understand the layout for this event, picture an emergency room. There is a waiting room, triage area and separate treatment areas. To continue the analogy, there is also a conference room for the doctors.

**The waiting room is called Hospitality.** This should be a comfortable area that is set up with chairs, snacks and beverages. It should be separate from the other rooms. When prayer ministry clients arrive, they will check in at Hospitality. They will remain in this area until taken for assessment or for prayer.

**Triage is called Assessment.** Paul and his assessment team will use this room.

**Treatment areas are called Ministry Rooms.** You will need a separate ministry room for each prayer team. So far, we have run up to four teams at once. Ministry rooms should be numbered and color coded so the proper client can be sent to the proper room.

**The conference room can be one of the Ministry Rooms** but must be large enough to hold all the prayer teams at once. It is an area for the prayer teams to meet for prayer, worship and a briefing before ministry begins and then for a debrief after ministry concludes.

## Positions / Roles

There are some standard positions and roles that help ensure a smooth flow of people during the day. Here are the current Positions and roles:

**Administrator** – This person watches the overall flow of the event. The administrator ensures that all meeting and appointment times start and stop according to the schedule.

**Hospitality** – This person or persons handle check in of prayer team member and prayer ministry clients. Hospitality staff also ensures snacks are maintained throughout the day.

**Assessment team** – Assessment is managed by Paul Cox. There may only be one other person on the assessment team. Ideally there will be a medical doctor with the assessment team. An assessment team member should bring clients back and forth from assessment and also escort the client to their ministry room.

Aslan's Place Healing Well  
Operational Information

**Prayer teams members** – All those who prayer for others are prayer team members. We are avoiding the term prayer minister because we don't want to employ an endorsement as a minister outside the Healing Well event.

**Prayer team facilitator** – Each prayer team must have a facilitator. This should be a person who has some level of experience in praying for others. We avoid the term leader because everyone in the team should be considered a leader. The facilitator helps keep everyone on track during the ministry time. The facilitator should encourage involvement from all team members.

## Processes

**Prayer team members** should arrive before the start time and check in with hospitality. Team members can fellowship with others in the hospitality area until the opening worship/briefing starts. All team members then meet for a briefing by Paul Cox. Paul and his assessment team then leave the briefing in order to assess the first set of clients. Once the briefing/worship time ends, prayer teams should go to their ministry rooms. Each particular team will use the same ministry room throughout the day. They will only leave during the breaks between sessions. Each client will have a Spiritual Diagnostic Assessment packet. This packet has information Paul and his team will have documented during their assessment. The team can follow these recommendations or disregard them. The priority is to follow the lead of the Holy Spirit. Once all the scheduled ministry sessions are finished, the prayer team members will have a debrief with Paul Cox

**Paul Cox and his assessment team** will join the briefing worship for the first half hour and then start their assessments. A member of the assessment team should escort a client to the assessment room. The assessment with Paul and the team should be no more than 10 minutes. Paul and team will discern and pray about the issues that should be addressed by the ministry team and will document those items on the assessment booklet for the client. Once the assessment is complete, the client will be escorted back to hospitality or to a ministry room depending on the timing. The client will keep their assessment book so it can be shown to the prayer team.

**Prayer clients** should show up 15 minutes before their appointment time. During check-in, a person from hospitality should confirm that that client brought their consent form and should confirm that client wrote a brief explanation of why they need prayer and must confirm that consent form is signed. Hospitably should also give the client their Confirmation of a signature and a brief description of prayer requests must be made. The client will remain in hospitality until escorted to assessment. Once assessment is complete, the client will be escorted back to hospitably or to their ministry room if it is available. Once their ministry is complete, they client should head home. Client should be provided with information on what they can do to receive further ministry and information on any upcoming fellowship meetings. The only time clients receive prayer is with the ministry team. Paul, his assessment team and hospitably will not be praying for clients.

## Paperwork

Specific forms are used to ensure the day runs smoothly.

**The Consent Form** must be completed and signed by each client. It should be verified by Hospitality and brought by the client to Paul and his team. It is important that the client writes two or three sentences explaining why they need prayer.

**The Appointment Paper** is a single piece of paper that contains the name of the client, their appointment time and their room number. This information should be in large type and ideally color coded to each ministry room. The client is given this form at check-in and should keep it with them for the duration of their visit.

**The Spiritual Diagnostic Assessment** is a booklet containing resources useful for Paul's assessment of the client. Paul will give the client their booklet at the completion of the assessment and they client will show it to the prayer team. The client should take this booklet home with them as it may have additional prayer recommendations.