

Guidelines Prayer Chain Chairperson

The Chairperson will accept requests from individuals with approval of the family to notify members of the HSWWC when a member or their relative is ill or passed away.

Duties include but not limited to:

1. The chairperson will accept request phone calls and/or emails requesting certain information about a member or their relatives be made known to the general membership of HSWWC.
2. Due to the “Privacy Act”, the chairperson must be assured that this request has been approved by the member involved. This an important issue and the chairperson must question the person making the request to ascertain assurance that the member has requested to utilize the Prayer Chain.
3. The chairperson will maintain an accurate email list of all members and send out an email as soon as possible after a request is made and approved.
4. The chairperson will give a report at each meeting to identify who has made requests during the month. She will also give an update of the members’ situation. (with members’ approval)
5. The chairperson should ask at each meeting if anyone has changed their email address or would like to be included in the Prayer Chain.