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| **[Insert Church Name]**  Information for Guest Preachers | | | |
| Thank you for leading worship at [Insert Church Name]. Our service begins at [Insert Worship Time]. [Insert Name of Greeter] will meet you at the church at [Insert Time Guest Minister Should Arrive] to show you around and answer any questions. | | | |
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| As the guest preacher we ask that you please provide the following pieces of liturgy: [Insert What Is Required]. We ask that you return the pieces of liturgy to [Name of Bulletin Preparer] by [Provide Deadline]. Please note that we use the [Name of Hymnal] hymnal. | | | |
| How many Scripture readings are required?  (i.e., First Lesson, Second Lesson, etc.) | | [Indicate what Scripture the guest preacher needs to supply.] | |
| Is There a Liturgist/Reader?  (If so, please include what parts they do.) | | [If applicable include the role of liturgist here.] | |
| Is a Children’s Sermon Required? (If so, please include an age range.) | | [Will the guest need to prepare a children’s sermon?] | |
| *For Guest Minister Use (Please type the liturgy below.):* | | | |
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| **Additional Information:** | | | |
| Livestreaming: | [Does your church livestream and do you have a welcome message you would like the guest preacher to share to them?] | | |
| Audio: | [What type of mic will the guest preacher have, and will they be able to walk around, or do they need to stay behind the pulpit?] | | |
| Worship: | [Is there anything about your worship service that the guest preacher needs to know? (i.e., How do you do the prayers of the people? How do you pass the peace? Etc.) If you worship somewhere elsewhere in the building due to the season where is it and how does the guest preacher get there?] | | |
| Facilities: | [Share WIFI information if applicable. Where should the guest preacher park? Etc.] | | |
| Pulpit Supply: | [Will reimbursement be provided on that Sunday, or will the guest preacher need to provide their address? Does your church require the guest preacher to fill out a voucher?] | | |
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| **Pulpit Supply Rate:** | | | |
| One Service: $200.00  Two Services (Same Day): $250 | | | IRS Mileage Rate: $0.67  (Round-Trip) |
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| **Contact Information:** | | | |
| [Insert Name of Office Admin / Bulletin Preparer] | | | [Insert Email] |
| [Insert Phone] |
| [Insert Name of Emergency Contact] | | | [Insert Email] |
| [Insert Phone] |
| [Insert Any Additional Contacts] | | | [Insert Email] |
| [Insert Phone] |