

Information to Provide to Supply Preacher

Date of worship service(s) _____

Time of worship service(s) _____

Attached is a copy of a recent bulletin (or other appropriate document) that provides an overview of the usual order of service. If the service will be on a Communion Sunday, we are attaching a bulletin that shows that order of worship.

Location of/directions to the church, including where to park:

We would like for you to lead the following parts of the worship service:

Please plan and/or select the following parts of the worship service:

Please submit the following information for the bulletin:

Please submit the information to _____

by _____.

Contact information for the person responsible for bulletin preparation and/or worship coordinator/music director: _____

Our preacher typically wears (robe, coat & tie/dress, business casual) _____

Our sanctuary tends to be unusually: ___ hot ___ cold.

The hymnal we use in worship: _____

The Bible translation we use in worship _____

Our pastor typically follows the Revised Common Lectionary. ___ Yes ___ No

The version of the Lord's Prayer (i.e., debts, trespasses, sins) we use: _____

How announcements and prayer requests are handled: _____

Your role, if any, during the offering: _____

Our pastor greets people after the service at _____
(i.e., process to a rear or side door, remain at the front of the sanctuary).

How we serve the Lord's Supper/Communion if you are to be present on a Communion Sunday: _____

We would like for you to lead the service's children's time. ___ Yes ___ No

Contact information, including cell phone/emergency number, for the member who will be there on the day you are to preach: _____

Information about audio/visual equipment or requirements: _____

Link(s) to our church website, YouTube, and/or Facebook page:

Other information that may be helpful for you to know: _____
