

PULPIT SUPPLY WORKSHEET

What information do I need to give when requesting a preacher/speaker?

Your guest preacher needs to know:

- Your name
- Name of the church
- Date(s) for pulpit supply
- If either or both sacraments are to be celebrated
 - NOTE: Only a person indicated as authorized to do so on the Pulpit Supply list may celebrate either sacrament.
- Your phone number
- The church phone number
- Contact person (mailing address and phone number included)
- Your usual order of worship (a copy of a recent bulletin should be sent to the guest preacher if possible.)
- To whom bulletin information should be sent
- Date the bulletin information is needed
- Title of the hymnal(s) used
- Time of service
- Time zone (EST, CST, EDT, or CDT)
- Directions and/or map to get to the church

How far in advance should a request be made?

The sooner the request the better. Two weeks' notice is preferable. This allows sufficient time for the guest preacher to prepare the sermon and worship service.

Some persons on the pulpit supply list are willing to be called on very short notice if there is an emergency.

What is the recommended honorarium?

- Congregations of fewer than 100 members: \$100
- Congregations of 100 members or more: \$150
- If the guest preacher is asked to preach for more than one service: An additional \$40
- Payment of mileage at the current IRS rate (55.5¢ per mile in 2012). See the POV website for current information.