

PULPIT SUPPLY WORKSHEET(to be filled out by church)

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

Pulpit Supply person needs to know:

- Your name
- Date(s) for pulpit supply
- Name of the church
- Phone number
- Contact person (mailing address and phone number included)
- Whom to send bulletin information to
- 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, preferably at least two weeks notice. This allows sufficient time for the Pulpit Supply to prepare the sermon and worship service. However, unforeseen emergencies arise and you may not be able to request pulpit supply until a few days before the Sunday you need it.

What is the recommended honoraria?

- Congregations of fewer than 100 members \$100
- Congregations of 100 more \$150

Plus an additional \$40 if preaching for an additional service

- Payment of mileage at the current IRS rate (\$.50 in 2010).