

## Checklist for Supply Preaching in a Kentucky Baptist Church

Developed by Alan Witham, Central Region Consultant and Group Leader  
Kentucky Baptist Convention

Church Name \_\_\_\_\_

Church Address \_\_\_\_\_

Does the church currently have a pastor? \_\_\_\_yes \_\_\_\_no

Who is the main contact person to answer questions about the service?

Name \_\_\_\_\_ Ministry Role \_\_\_\_\_

Phone \_\_\_\_\_

Email address \_\_\_\_\_

Time I need to leave in order to arrive at least 30 minutes early \_\_\_\_\_

### Questions to ask a key leader:

1. Is a coat and tie appropriate for your worship services?
2. Are you in a particular preaching series that you would like for me to work within? Or would you like for me to preach what God lays on my heart?
3. Does your church have a preference for the version of the Bible I use?
4. Does your church use a media slide presentation for the sermon outlines? If "no" go to #9
5. If I prepare a media presentation for my sermon outline, do I need to send that to someone via email that week?
6. If so, who do I send it to?
7. What is the deadline for sending it?
8. Would it be OK to bring the presentation with me on a jump drive if I arrive early?
9. How long will I be given to preach?
10. Do you need any of my biographical information to assist you introducing me? Who do I send that to?
11. Do you want me to lead and extend the invitation?
12. Will there be a leader at the front of the church during the invitation to receive people who come forward?
13. Who will that be?
14. Do you need me to do anything else in the service other than preach and extend the invitation?
15. How do you normally receive members for church membership? (to determine how you should counsel and present them at the close of the invitation if no other leaders are present at the front)
16. Will I need to close out the service? Or will someone else close out the service after the invitation?
17. Do you have anything that follows the invitation in addition to the closing prayer?
18. Will you need me to preach for your evening service as well? If so, would there be a place I can stay at the church in the afternoon until the evening service time? What time does that service begin?
19. What is the best way to get to your church if I am traveling from Louisville?
20. Are you on Eastern or Central Time?