

PULPIT SUPPLY CHURCH WORK SHEET

(to be filled out by church and given to pulpit supply person)

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)
- Who to send bulletin information to
- Date the bulletin information is needed
- Title of the hymnal used
- Time of service
- Distance and travel time
- Directions and/or map to get to the church

How far in advance should a request be made?

The sooner the request the better, prefer 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?

- \$125 (\$150 for two services)
- payment of mileage at the current IRS rate.

CHURCH INFORMATION SHEET

(to be filled out by church and given to pulpit supply person)

CHURCH: _____

Address: _____

City/State/Zip: _____

Telephone: _____

Fax: _____

Email: _____

Web Site Address: _____

CONTACT PERSON(s): _____

Name(s): _____

Telephone: _____

Address: _____

City/State/Zip: _____

Email Address: _____

INFORMATION NEEDED BY: _____

Sermon title?	___ Yes	___ No	Call to Worship?	___ Yes	___ No	
Scriptures?	___ Yes	___ No	Children's Sermon?	___ Yes	___ No	
Confession of sins?	___ Yes	___ No	Hymns?	___ Yes	___ No	How Many? _____

Any other pertinent information?

TIME OF SERVICE(S): _____

HYMN BOOK USED? _____

DISTANCE: _____

TRAVEL TIME: _____

DIRECTIONS TO THE CHURCH:

