

INVITING THE GUEST PASTOR

Guest Pastor Information

Name _____

Address _____

Phone(s) _____

E-mail _____

A Congregational Checklist

To ensure worshipful ministry by the guest pastor when serving your congregation, please provide your guest with the following information 2-4 weeks prior the date of service.

Arrangements

1. Date(s) of service(s)?
2. Time(s) of service(s)?
3. Directions to Place of worship?
4. Hymns chosen
 - by guest pastor?
 - Locally? (Please include hymn numbers.)
5. Bulletin information needed?
 - Sermon theme/topic?
 - Brief biography?
 - Hymn numbers?
 - Other?
6. Name (with phone or e-mail) for submitting bulletin information or for general contact?
7. Emergency contact (in case of delay or other problem) on Sunday morning or other time when church office is closed (name, phone, email, address)?
8. Is the service to be broadcast or recorded?
9. Vestments available? Or should guest pastor bring them?

10. Duties:
 - Will the guest pastor serve as the sole worship leader or will another pastor be present?
 - Will the guest pastor have responsibility for a Bible Class or other presentation? If so, please provide information about the class setting, number of people, and topics.
11. Financial arrangements:
 - Mileage rate?
 - Overnight lodging if needed?
 - Meals en route?
 - Honorarium for one or more worship services?
 - Honorarium for Bible class or other presentation?
12. When will the Church building be open for the guest pastor? (Pastors often like to have up to an hour to get ready for the service.)
13. Name of person (Elder? Church officer? Organist?) who will be present prior to the service to assist guest pastor with PA systems or answer other questions?

Worship Information

1. Service Planning
 - Which worship book (LW, TLH, LBW, or another?) and order of service will be used? (Please supply the order of service to guest pastor as soon as available prior to the service.)
 - Will a special order (e.g. contemporary, festival, or commemorative service be used)? If so, please provide pastor with the order of service as soon as possible.
 - Will a Baptism be included? If so, please provide guest pastor with all the needed information.
2. Notes on the service?
 - How does the service begin (bell, pastor's announcement, hymn, entrance procession)? Is the guest pastor expected to make a welcoming announcement at the beginning of the service?
 - Will one or more Assisting Ministers or Acolytes participate? What parts of the service will be their responsibilities?
 - Is the pastor expected to chant any portions of the service?
 - Are all three appointed pericopes to be read? By whom? Which lectionary (LW, RCL, TLH, LSB, or another) will be used? Is there another text chosen for the sermon? Which Bible version (NIV, NRSV, ESV, KJV, other) does the congregation normally use in worship?

- Who prepares the prayers and intercessions? How can the guest pastor receive a list of special intercessions?
- What procedure is used for the offering?
- What procedure is used for distribution of the Lord's Supper?
- How does the service end (procession, silent prayer, other)? Does the pastor greet the people as they leave?
- Are there other special worship practices the guest pastor should observe?