

Visiting Pastor and Pulpit Supply

Important things to note when hosting a visiting pastor and/or pulpit supply to help their time with your congregation run smoothly:

Prior to Worship Service

- ❖ Pick one person to be their main contact. Let that person be the one to utilize phone and email dialogue prior to the worship service. Things that person will need to communicate:
 - Expectations/Needs from pastor during the service which need to be covered by visiting pastor/pulpit supply-be specific.
 - Whole service?
 - Only the sermon?
 - Children's Message?
 - Confession liturgy, scripture, sermon, and affirmation?
 - Bulletin information needed and date/time information is due
 - Bio
 - Sermon Title
 - Scripture(s)
 - Hymns
 - Any special prayers which will need to be written and provided by visiting pastor/pulpit supply
 - Time of service(s)
 - Time and location of arrival (parking, which door to use, who will meet them)
 - Where the pastor may get ready, leave their things, etc.
 - Robe or No Robe
 - Liturgical Color (stole color)
 - Forms for mileage reimbursement
 - Any special directions that are specific for the day in question (baptism, communion, commissioning of mission team, VBS sing a long, etc.)
 - Any special information related to your context such as screens for worship, congregation sings the benediction, etc.
 - Description of how congregation collects offering (online only, ushers, dancing?)
 - Description of how congregation observes Communion (intinction, passed, everyone gets and holds and takes together, etc.)
- ❖ Turn in paperwork for honorarium to be written and ready for day of worship service.

Day of Worship-Let your hospitality shine!

- ❖ Someone to meet the pastor who has been identified and communicated with via the main contact. This person will greet the pastor and show them where they may get ready, where the restroom is located, and a tour of the Sanctuary.
- ❖ Water and box of tissues in pulpit
- ❖ Bulletin with markings for which parts of worship the pastor will be responsible for that day

11/11/2025

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- ❖ Bible
- ❖ Hymnal
- ❖ Honorarium for pulpit supply
 - This check should be written, signed and available day of worship service.
 - If church is paying by electronic check that information should be communicated with prior to the day of worship.
- ❖ Someone (may be the same as the person who greeted the pastor) should assist the pastor with leaving worship and out to their car.

PEVA Approved Pulpit Supply Rate Structure (provided on Pulpit Supply list)

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