

## Guest Preacher Helps for Churches<sup>1</sup>

- A. Have a key contact person designated for contact and informational reasons.
- B. Have all pertinent contact information in the hands of presbytery office so it will be accessible to prospective preachers. Also, keep on hand for direct contacts.
- C. Make available clear, concise directions to your church.
- D. Offer a travel time reference from say Wheeling or Steubenville.
- E. At first contact, offer the guest preacher a sample bulletin.
- F. Consider that the guest preacher may need to know:
  - 1. Order of worship
  - 2. Who prepares the bulletin?
  - 3. If the church, deadline date and time?
  - 4. What information/elements used/necessary?
  - 5. Which hymnal used?
  - 6. What type of musical instrument(s) used in worship?  
(piano, electronic piano, organ, pipe organ, guitars, etc.)
  - 7. Children's sermon? If so, who does it?
  - 8. Other-than-routine worship items for a particular day?
  - 9. Is there a liturgist? If so, what is he/she responsible for?
  - 10. Where to park.
- G. Have a designated person to greet and welcome the guest preacher when he/she arrives.
- H. Be prepared to:
  - 1. Show or explain to the guest preacher:
    - a. where the restrooms are
    - b. where the choir sits
    - c. how the worship service generally flows
    - d. where the offering plates are/how offering is taken up
    - e. pertinent information about the sound system, portable mic, etc.
    - f. where the guest preacher greets people as they leave
  - 2. Offer to have a glass of water on the pulpit
  - 3. Offer non-routine information pertinent to the specific day
    - a. anniversaries, b-days, special events
    - b. joys, concerns of recent or coming week
    - c. if Communion Sunday, how Communion is usually done
- I. Are there other pre- or post-worship activities the guest preacher needs to be aware of?
  - 1. Times, locations
  - 2. Parts of the facility used which impact worship preparation

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<sup>1</sup>This is guidance suggested for churches who use pulpit supply. The intent is for such churches to prepare information in a document to keep on hand and send to the presbytery office as a means of communicating bits and pieces of information a pulpit supply person may find handy or even crucial. While most of this information is on-going and is properly put onto paper, other pieces are non-routine and will need to be communicated on a specific week basis.