

Suggested Information to Share with your Supply Pastor

Logistics:

1. What is the address of your church?
2. What time is your church service? (This can vary throughout the year)
3. What time should the Supply Pastor arrive? (Do they need to arrive early to pray with the choir or deacons?)
4. Is there parking readily available at the church?
5. What door should the Supply Pastor enter? This may sound odd, but many churches have multiple doors, and it is not always clear which one they should use.
6. Is your church handicapped accessible?
7. Will someone be there to meet the Supply Pastor?
8. What is an emergency phone number and who is the contact?
9. Is there a place for the Supply Pastor to sit and collect their thoughts before the service?
10. Is there any activity going on before the service (e.g., Sunday School, breakfast gathering, etc.)?
11. How many people are typically in attendance (in person and online, if applicable)?

The Worship Service:

12. What parts of the worship service will the Supply Pastor be responsible for?
13. Will there be a worship leader to assist the Supply Pastor?
14. What type of musical accompaniment is used (e.g., band, piano, organ, guitar, etc.)?
15. Who does the hymn/song selection?
16. For Communion Sunday: What is the church's usual process (are elements served or pre-packaged, are deacons involved in serving, etc.)?
17. Who should the Supply Pastor send the service information to, and by what date? Information typically includes Scripture reference, including preferred version, sermon title, responsive readings, etc., as well as brief bio information (to be used for introduction of supply pastor to congregation).
18. Does your church follow the lectionary?
19. Will the Supply Pastor get a copy of the bulletin beforehand?
20. Does the church use a power point presentation/projection (for song lyrics, Scripture passages, etc.)?
21. Does the supply pastor need to robe?
22. Are services live streamed?
23. Do you use lapel microphones?

Paying the Laborer their worth:

24. How much does your church pay a supply pastor?
25. Will the Supply Pastor be paid that day or will a check be mailed?
26. Does pay include any type of mileage?