

**PULPIT SUPPLY FORM**  
**CHURCH INFORMATION**  
(to be filled out by church)

**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?**

- \$150 (\$190 for two services)
- payment of mileage at the current IRS rate.

# CHURCH INFORMATION SHEET

(to be filled out by church)

**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 & **How Many?**            \_\_\_\_\_ Yes    \_\_\_\_\_ No

**Any other pertinent information?**

TIME OF SERVICE(S): \_\_\_\_\_

HYMN BOOK USED? \_\_\_\_\_

DISTANCE: \_\_\_\_\_

TRAVEL TIME: \_\_\_\_\_

DIRECTIONS TO THE CHURCH:

\_\_\_\_\_