



Southwestern Minnesota Synod
Evangelical Lutheran Church in America

Hosting Worship Supply Check list:

Pastor's Cell Phone:

Congregation Contact Cell Phone:

Please provide your pulpit supply/worship leader with the following:

Bulletin to see mid-week before the pulpit supply Sunday

What time does worship start?

Does the congregation provide prepared Prayers of the Church?

Do you have lay readers?

What are the logistics for offering and communion?

Please know where the microphone is and how to operate it so that you can tell your pulpit supply

Please have printed an entire bulletin or worship folder for the day of worship

Directions to the church? Sometimes Google/Apple still get it wrong.

What time will the building be unlocked?

What door will be unlocked?

Where should they park?

Who will meet the worship leader at church for any questions the day of? If possible, send the name and phone number of that contact when sending the bulletin

Remember to have a stipend check for the pulpit supply person the day of preaching. Include mileage in this check.

What is the policy for weather-related closures? Remember to call the pulpit supply person if worship is cancelled.

Please still pay pulpit supply for cancelled services because they have held that day open on their calendars and put the prep time in on a sermon.