

Guest Speaker Information for [church name]

We are delighted to have you as our guest at [church name]! Thank you for joining us to minister to our church family.

Here are a few things you might find helpful in preparation for your time with us. If you have any questions, please feel free to contact us.

PRESENTATIONS:

You are scheduled to share/preach on Sunday at [service time]. Our service length is [90 minutes].

If your spouse or another team member will be speaking with you, please communicate this with [contact name] at [email address].

Unless you've been asked to share on any of these topics specifically, we ask that during your presentation you would refrain from making any political statements, statements on the president, election, BLM, LGBTQIA+, Catholicism, mask or vaccine opinions and controversial current events. We reserve the right for our pastors to cast vision and communicate in delicate matters like these. We want you to share the Gospel and the Word of God passionately and effectively. Thank you for understanding. Please discuss with Pastor [pastors name] if you have questions or need clarification.

MEDIA:

Please email all media to [contact name] by [time] the [day of the week] before you are scheduled to speak. We use [format of screen size – example: 16:9] formatting for all presentations. [contact email]

Please specify to [contact name] whether you prefer a handheld microphone or a wireless over-the-ear lapel mic.

HOSPITALITY:

If you need overnight accommodations, [pastor's name, admin or contact name] will be happy to coordinate this for you. Please contact him/her at [email of admin]. [name of contact] will also be in touch about meal and fellowship arrangements.

When you arrive to the church, please plan on using the [entrance location] and meeting [name of guest speaker host] in the foyer at [time of arrival].

CHURCH LOCATION:

[address of the church]

IMPORTANT TIMES:

Sunday Morning Services: [times of service(s)]

Sound Check: [time]

Pre-Service Prayer: [time]

Please let us know if you would like a table in the foyer by contacting **[contact name]** at **[email]**. We will have it set up and ready for you in the lobby when you arrive.

ATTIRE:

We dress business casual for all gatherings. **[Pastor's name]** wears **[typical dress – example: dark Jeans and a button-down shirt...etc.]** **[Pastor's spouse name]** wears slacks or even jeans. No staff will be wearing T-shirts.

FINANCES:

At **[church name]**, we prefer the pastor or his/her designee to handle all requests for finances. This would include guests or missionaries asking for money, monthly commitments, or their own offering during the presentation.

Missionaries: We have encouraged our people to give regularly through our missions ministry. This allows us to share that with over many missionaries and ministries a month. Thank you for understanding.

Regarding special offerings, the Pastor overseeing the service will make the appeal and give instruction as to how people can help support your ministry depending on what was previously decided. This will either be in the form of an offering or an honorarium check.

Please be safe if you are traveling. Thank you for sharing your weekend with us! You have been invited because we love and believe in you!

[Pastor, admin or contact name] at [church name]

Contact Info: [phone number] [email]