

Visiting Ministry Guidelines

Guidelines for the Pastor and/or the Congregation's Worship Coordinator

1. Contact the guest minister at least two weeks in advance of the scheduled visit. Do not rely on e-mail if the minister does not confirm receipt of your message. Call them and make sure they are coming.
2. Identify your role in the congregation, i.e., Worship Coordinator, worship service planner, planning and printing the Sunday bulletin, etc.
3. Verify if the visiting minister is using the World Church's Sunday theme or if you are requesting a different theme. Alert the visiting minister if any sacraments will be part of the service.
4. Verify the scripture reading and whether it is to be a separate item in the bulletin or if the visiting minister will incorporate it into the sermon.
5. Inquire if the visiting minister has specific song requests in support of the theme.
6. Inform the visiting minister of the time the service is to begin and verify the time allotted to the speaker for his/her ministry. Also, let the visiting minister know when the church will be open for his/her arrival and whether Christian Education classes or other activities will precede worship.
7. Inform the visiting minister of the culture of the congregation and any recent life events among the membership which may assist the speaker with sermon preparation.
8. Each visiting minister should be offered lunch as a sign of hospitality and appreciation as well as to create an opportunity for deeper fellowship. Consider having pot luck or inviting him/her out to lunch.
9. When appropriate, offer a financial gift to defray the cost of traveling. (This does not apply to Mission Center Staff persons).

Guidelines for the Visiting Minister

1. If you have not already been contacted by a congregational representative two weeks before the date of your visit, contact the pastor to verify that the congregation is planning on your visiting ministry.
2. When possible, arrive at the church an hour prior to the scheduled service. Inquire if the church will be open at that time and whether you can engage with the congregation prior to worship.
3. If you are unable to keep your speaking assignment, it is **your** responsibility to coordinate a change of date with the pastor or congregation representative. Also, notify John Berger or Stan Corrington if you have to cancel, so they are aware that the congregation did not receive visiting ministry that month.
4. In your sermon preparation, strive to present a message that is scripture based and brings encouragement, joy, hope, love, and the peace of Jesus Christ to those who will receive it. As a visiting minister your message should **not** be controversial, condemning or divisive. As a general rule, 20 minutes is an approximate time for a well prepared sermon.