

## Information Required by Licensed Lay Worship Leaders

Name and phone number of contact person.

Name and phone number of the church secretary.

Dated required.

How many churches and exact time of each worship service?

Time required for transportation between the churches.

Directions to the churches.

What time will the church be opened that day, and by whom?

Name and phone number of the organist. Is there a choir?

What hymnbooks are used? Who selects the hymns? How many are used each week?

Do they have a regular introit? Offering response, etc.

Who do we contact about the bulletin? Name and Phone number.

When do they need the information about the bulletin for printing purposes?

Do they use "Minute for mission?" Who reads it? When?

Do they have a "Children's time?" Who is responsible for it? When do they go out to Sunday school?

Is there a scripture reader from the congregation? Which version of the Bible is in the Pews, if any?

Do they have a microphone? What type- stationary or lapel?

Is there a light at the pulpit?

Is there a washroom in the facility? /Drinking water?

Who does the announcements? When?

Name and phone number of person responsible for Pastoral Care.

Name of Pastoral Charge Supervisor.