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*PREPARING TO WELCOME YOUR WORSHIP LEADER*

1. As soon as you have a worship leader agree to fill your pulpit, send a letter or email of welcome.
  - a. Include details of the duties of the worship leader, including directions to your church, times of service, a sample bulletin with indications of the responsibilities of the worship leader...**CLEARLY MARKED**.
  - b. Request the worship leader's spelling of their name and information [bio] that will assist in identifying your guest.
  - c. Welcome any accompanying guests, spouse, family members or travel companions. If these people would like to be recognized, their names might be included.
  - d. Identify any additional activities in which the worship leader might be expected to participate, e.g. Children's Sermon, Sunday School, coffee hour or fellowship meal.
2. Mail or email a copy of the bulletin...Have additional copies on hand upon arrival.
3. A week before the service, call the worship leader to answer any questions;
  - a. Provide the name and phone number of a contact person;
  - b. Provide an active phone number the day of the service in case of travel disruption or other unseen happenings;
  - c. Make certain that directions to the church are clear;
  - d. Confirm an approximate time when the worship leader will be expected to arrive.
4. Someone familiar with the congregation's worship should be available to meet the worship leader on the day of the service at the time she/he arrives.

*WELCOMING YOUR WORSHIP LEADER*

1. When your worship leader arrives, familiarize her/him with the church facilities i.e. closets, restroom, place to robe, etc. Orient her/him to the physical aspects of the sanctuary: seating for worship leaders, testing the sound system, etc.
2. If you have a processional or recessional assist the worship leader in knowing when and where to stand before and after the service.
3. Walk through the service in the worship space with the worship leader, explaining how the offering is received, the elements of the Lord's Supper are distributed, since these aspects of worship are often unique to every congregation.
4. Your congregation is hosting the worship leader and it is helpful to do everything you can to make your guest feel welcome and comfortable.

*HONORARIA*

Guidelines for honorarium and additional related expenses:

1. \$175.00 for a single service; \$300.00 for two services.
2. It is expected that travel expenses will be paid as follows:
  - a. Round trip mileage at the IRS standard mileage rate.
    - i. [see [www.irs.gov](http://www.irs.gov) for current rate]. New rate beginning Jan 2024 is \$0.67 per mile.
  - b. Air fare, ferry tolls, ferry parking and other miscellaneous travel expenses.
3. For Alaska congregations financial assistance is available.