

Letter to Guest Speakers

Scheduling local guest speakers for the first four to eight weeks will give your team time and margin to consider and select an interim pastor. Guest speakers should have a good rapport with your church and will need guidelines if they are to be productive. Following is an example of a confirmation letter that can help you do that.

Dear Rev. (insert last name):

Thanks for getting back to me on your availability to preach at (insert your church name here) during the transition period. The Board wanted to schedule familiar faces and personalities that will give our people a sense of calm and confidence. The schedule will help give them time to determine what type of interim pastor they will need and may be changed to accommodate current needs. Here are a few points of information:

- 1. YOUR PREACHING DATES.** We would like to schedule you on the following dates you had open.

Date	Schedule
Sunday, June 1, 2025	name
Sunday, June 8, 2025	name
Sunday, June 15, 2025	name
Sunday, June 22, 2025	name
Sunday, June 29, 2025	name
Sunday, July 6, 2025	name
Sunday, July 13, 2025	name
Sunday, July 20, 2025	name
Sunday, July 27, 2025	name
Sunday, August 3, 2025	name
Sunday, August 10, 2025	name
Sunday, August 17, 2025	name
Sunday, August 24, 2025	name
Sunday, August 31, 2025	name

- 2. SERVICE TIMES.** Our services are at 9 and 10:30 a.m. Please report to the media team at the sound booth at 8:30 a.m. to receive your preferred microphone and get a sound check. The service team will then meet with you behind the stage at 8:40 a.m. for a team huddle, briefing, and prayer.
- 3. TEACHING NOTES.** We like to keep our teaching slides simple, so please email a brief outline of your message to (insert coordinator's name here) by the Monday before you

Speak so (he/she) can make the sermon slides early in the week. (His/her) email is (insert email address here).

4. **HONORARIUM.** We will provide a (insert amount) check for each Sunday you minister.
5. **LUNCH.** (insert name), our current chair of the search committee, will take you and your spouse to lunch following the services or arrange for someone else to do so.
6. **REQUESTS.** The Board would request that you give special attention to the following requirements that will help our transition go more smoothly:
 - We ask that you preach positive, encouraging, and faith-building messages to inspire the hearts of our people.
 - Without our prior permission, we ask that you not subcontract this invitation, trade, or introduce a co-presenter while part of the interim preaching team.
 - We ask that you be careful not to make any statements that may be interpreted as speaking on behalf of the (insert your church name here) board. If asked for updates by anyone, it would be better to reply with a comment like, "I am not a member of the search committee and am unaware of their deliberations. The search committee has been updating the church regularly, and you probably know more than I do."
 - When your ministerial peers learn that you are part of the interim preaching team, some may press you for inside information or updates. We ask that you refrain from giving information that ministerial colleagues or potential candidates may request from you.
 - We ask that any questions you have or clarification you need regarding Sunday ministry go through (insert service coordinator's name here) at (insert their email address here).

I cannot thank you enough for your help and am thrilled the board decided to include you in the transition plan.

(Insert first and last name here)

Chairperson, Pastoral Search Committee