

TO: Scott (A.), Roger (B.), Forrest (C.), Nina (G.), Rosemary (B. M.), Victoria (S.), Terry (S.), John (T.), Dave (W.), Ruppert (L.), and Mark (W.)

FROM: Drew

RE: Pulpit Guest preaching deadlines, requests, and other arrangements

DATE: September 12, 2003

Greetings! And thank you all for agreeing to preach here during my sabbatical, which runs from January 5 – May 31, 2004. What a terrific lineup! I truly believe it will make for an exciting sabbatical experience for the congregation. I am enclosing the preliminary brochure we put out last May which fills you in a little more on how we hope this is going to work.

DEADLINES

Sermon title & blurb

Both in order to produce a new, more complete brochure for the congregation and in order to help my two music directors to plan for appropriate anthems, soloists, etc., we would like (1) your sermon title and (2) a one or two sentence blurb about your sermon topic that can be printed in our newsletter by **OCTOBER 15, 2003**. (If you think it would be helpful to give our music directors additional direction or suggestions, feel free to do so.)

Order of Service

While the deadline is not until later, while you're thinking about your sermon title and blurb, why not knock out the Order of Service, too, and be done with it?

In order to maintain some consistency on Sunday mornings, I am asking you to work within our existing liturgical framework. Enclosed is an annotated template of our customary Order of Service for your consideration. Please work through it filling in the blanks and return to me in the envelope provided. As you will see from the enclosed, what we'll need from you by _____, ten days before you preach on _____, are the following:

- Additional biographical info (optional)
- Chalice Lighting Words (optional)
- Opening hymn(s) (optional)
- Responsive Reading (optional)
- Reading(s) source and author
- Sermon title
- Your name (if you have a preference as to how we print it)
- Closing hymn(s) (optional)
- Closing words author (if not your own or verbally attributed)

Someone will be contacting you later about travel arrangements, etc .

Many thanks to all of you! I look forward to hearing from you by October 15. If you have any questions or concerns, feel free to email me or call me (Tuesdays and Wednesdays after 10 AM are best).

Cheers!

Enc: Order of Service template, brochure, return envelope

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