



Ralph Connor Memorial United Church

*"The Little White Church on Main Street, Canmore"
Celebrating 125 Years in 2016*



DUTIES FOR THE COORDINATOR OF PULPIT SUPPLY

1. Arrange with the Treasurer, Mona McIntyre, to have a cheque ready for the pulpit supply person that Sunday. The honorarium is \$206 + mileage. It is your responsibility to ensure the cheque is made available to them that Sunday. (Sondy usually leaves the cheque in the plastic wall holder marked FOR PICK-UP located on the wall beside the office printer).
2. Be sure the pulpit supply has the contact information for both the RCMUC office and the musician so they can send their information for the worship bulletin to Sondy no later than Wednesday before the Sunday, and can communicate with the musician regarding hymns.
3. Ask Sondy to send a "sample" bulletin to the pulpit supply person ahead of time.
4. Be sure the pulpit supply knows they are responsible for the whole service, including all prayers, scriptures, and hymns (as discussed with the musician).
5. If the pulpit supply would rather not choose the hymns, then they must contact the musician (Tanya) at least a week in advance to let the musician know.
6. Power point presentations are possible, but they will have to make arrangements with the office to come in ahead of time to find out how to connect, and they will have to bring their own computer. The information with instructions on how to connect is found in a duotang folder in the pulpit.
7. Let the pulpit supply know what time they can or should arrive on Sunday morning and be sure to be there to open the church door for them. Welcome them and show them around if they have not been in our sanctuary before.
8. Let the pulpit supply know there is parking behind the church by accessing the lane off Spring Creek Drive.
9. Ask the pulpit supply to provide you with a short Bio so that you, or the Worship Leader that Sunday, can welcome them and introduce them to the congregation.