

# Guest Speaker

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## **Responsibility: Ministry/Pastor/Secretary**

### **Policy:**

The guest speaker policy has been established to ensure that the appropriate steps are followed when inviting someone from outside the church to speak.

### **Procedure:**

1. All guest speakers need to be approved by the Pastor before inviting the speaker to speak at an event (regardless if they have been approved before).
2. The following information should be submitted to the Pastor before inviting a guest speaker: church affiliation, statement of beliefs, church website address if applicable, and their Pastor's name and contact information.
3. Here is a suggestion of how to obtain information without actually asking the invitee to speak at a particular event: "We are considering having you to speak at our church sometime in the future and I would like to get some information from you."
4. If speaker has been approved before, there is no need to get information from the speaker again. The information should be on file.
5. If speaker is approved, the ministry should submit the speaker's mailing address and telephone number to the church.
6. The correspondence secretary will send a formal letter of invitation to the speaker.

### **Speakers Clergy**

\$150.00 a- per event

### **Speakers Non-Clergy**

\$100.00 – per event

**H. M.B.C.**  
**Ministry Information Form (MIF)**

Name of Ministry \_\_\_\_\_

Name of Event \_\_\_\_\_

Date of Event \_\_\_\_\_

Time of Event \_\_\_\_\_

Chairperson/contact person:

\_\_\_\_\_

Theme \_\_\_\_\_

Scripture \_\_\_\_\_

Brief description of event:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimation of Cost incurred: \_\_\_\_\_ Estimation of Expected Income: \_\_\_\_\_

Elements of Cost:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Elements of Income:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Guest Information:

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ P.O. BOX \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Special request for guest: (preach, read scripture etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Deadline for Information \_\_\_\_\_

**Guest Information:**

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ P.O. BOX \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Guest Information:**

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ P.O. BOX \_\_\_\_\_  
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