## **DIRECTIONS**

Use the Tab key to navigate from field to field. Text fields will expand as you type. Please complete the form, save it to your drive, and email it to: placement@dbq.edu

**CHURCH INFORMATION**

Church Name(s)       Senior Pastor’s Name

Denomination/Affiliation

Phone/Email

Street Address

City/State/Zip

**CHURCH CONTACT PERSON(s):**

Name

Title/Position

Phone/Email

Street Address

City/State/Zip

**SUPPLY PREACHER RESPONSIBILITIES:**

Please indicate supply preacher’s responsibilities and provide deadline (for example, prior Thursday 5:00 p.m.) if information is needed for the church bulletin.

Sermon title needed? By when?

Call to Worship? By when?

Scriptures? By when?

Children's Sermon?

Confession of sins?

Hymns? By when?       From what hymn book(s)?

Other pertinent information:

**LOGISTICS:**

Time of worship service:

Approximate distance from Dubuque:

Estimated travel time:

Directions from Dubuque (including information about road closings or construction issues, please):

**PLEASE ATTACH A COPY OF THE WORSHIP BULLETIN OR ORDER OF SERVICE.**