

## **UDTS PULPIT SUPPLY<sup>1</sup>**

### **Student Preaching Guidelines**

1. Do remember to call your contact person as soon as you receive the information sheet to confirm the fact that you will be the supply preacher. During the initial contact, confirm the information on the sheet to be certain it is still correct. If there are any changes please inform the Field Education office.
2. Do remember to honor the “pastoral norm” and do not change the normal order of worship.
3. Do plan adequate time for travel. Please allow for unforeseen road conditions, car trouble, and weather hazards. In winter, it might be a good idea to check with the church before going out in snowy weather to be certain church has not been canceled.
4. Do plan to arrive at the church thirty minutes early in order to meet church leaders, choir director, worship committee, etc. Go over plans for the order of worship and ask them for basic information about how the offering is taken and where the pastor normally stands to read scripture, deliver the children’s sermon, etc. Learn the expectations of congregation.
5. Do remember: you are a visitor. Those who will be participating in worship with you want to meet you and feel comfortable introducing you before the congregation during worship. Always show up at the church to which you are assigned and report to someone, even if you are late and the service has begun.
6. Do remember to wear appropriate clothing. *The wearing of stoles, robes, vestments, clergy collars, cassocks, etc., is reserved for ordained persons.* If you are too warm, ask beforehand if you can remove your jacket or sweater. Observing proprieties is important.
7. After worship is over, unless local protocol indicates action to the contrary, do go to the front door after the benediction to greet those departing the church.
8. Do remember that you are not only leading worship for the people, you are also representing UDTS to that congregation. Let your actions be guided accordingly.
9. Do honor and support the UDTS structures and system. If a church appears to like you and begins to suggest that you become their student pastor, direct them to the Field Education Office. The Field Education office will be happy to post the student pastorate and assist the leaders in arranging for interview. Most denominations have selection procedures that must be observed.
10. Do remember that if something unusual happens or if you have any questions about your assignment that you should contact the Field Education Office.

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<sup>1</sup> Updated 08/04/09