

## Visiting Minister

### 1. Before minister arrives

- Make lodging arrangements as soon as you know date minister coming
- Make travel arrangements
- If driving, find out how many miles.
- Pay for travel arrangements in advance. Pay travel allowance (i.e. 32¢-35¢/mile)
- Send confirmation letter to minister
- Include travel arrangements
- Reiterate payment arrangements
- Arrange for minister to be picked up from airport, bus/train station.
- Make sure car is clean
- If staying in a private home, make sure home is appropriate and ready
- Check for dietary requirements
- Arrange for meals
- Make payment arrangements with hotel prior to minister's arrival.

### 2. After minister arrives:

- Pick up minister from airport or bus/train station
- Take to hotel or home
- Reassure minister that bill is taken care of.
- Give minister a written schedule of services and/or activities
- Give minister times of pickup for service and meals.

Things to remember:

1. Whenever possible, give minister option of hotel or private home
2. If a female minister is coming, make hotel/motel reservations, when possible, with inside entrance to room, and on first floor.
3. Always arrange for non-smoking rooms
4. If driving, find out if you should send travel allowance in advance.
5. Make sure car used for pickup and transporting is clean
6. When lodging minister in a private home make sure:
  - a. He/she will have a private room
  - b. There are no newborn babies in the house
  - c. The person lodging the minister understands whether they are to provide meals.
  - d. There is transportation available when needed.
7. When lodging minister in a hotel make sure:
  - a. The room is adequate before minister arrives
  - b. There is a fruit basket in the room
  - c. Minister knows what time services are
8. Give minister options for meals. Do not force minister to go out to eat with you.
  - a. Do not be offended if minister prefers to eat alone.
9. Give minister 100% of offering. Arrange to pay expenses apart from offering, preferably before the meeting.
  - a. Remember, *you* invited the minister. You should pay for all of the expenses in addition to the offering. To take money from the offering to take care of expenses is stealing from the minister money that they have earned.
10. Check for dietary requirements. If there are special dietary needs because of medical reasons (i.e. diabetic), make sure those needs are met. Do not have people in the church or ministry bake a cake for a diabetic. If vegetarian, don't make a pot roast.
11. Make sure minister is alone only at their request. Do not leave them stranded after a service wondering what they are supposed to do. Tell them up front what the schedule will be. Brief them before each service what to expect before service, during service and after service.
12. Offer an office or a room where the minister can be alone before service. If they prefer to go directly to the meeting area, allow them to do this.
13. Allow a minister plenty of time to minister. Don't use up the time with a lot of announcements and acknowledgements. If you believe this is important, have them written out in a bulletin.
14. Give minister the offering or honorarium before their return home.