

We are looking forward to having you with us on _____. This email is to confirm all the details so that we are both adequately prepared.

1. Since you are staying in our prophet's chamber, you may set up your display in the foyer at any time. Choir practice starts at 9:00 a.m. and Sunday School starts at 9:45. We have several sizes of tables, but will have a normal 6' table for you, unless you want a different size.
2. We have you arriving on Sunday morning before Sunday School (9:45) to set up your table in the foyer. Choir practice starts at 9:00, so there will be people here at that time. We have several sizes of tables, but will have a normal 6' table for you, unless you want a different size.
3. We have you arriving on Sunday evening at 5:00 to set up your table in the foyer. Choir practice starts at 4:45, so there will be people here at that time. We have several sizes of tables, but will have a normal 6' table for you, unless you want a different size.
4. We have you arriving on Sunday night at 5:00 pm for our teen Missions Class. If you are bringing a display for the foyer, you should arrive earlier to allow time for setup. We have several sizes of tables, but will have a normal 6' table for you, unless you want a different size.
5. In the morning service I want you to take 5 minutes to give a brief introduction of yourself. This will allow the people to become familiar with you and prepare them for the evening service.
6. At this point, my wife and I will be taking you for lunch (unless this is inconvenient for you).
7. The teens will be staying all afternoon on Sunday for their Missions Class. If you would like to participate, I would like to have you speak to them. The topic that I normally recommend is "What I wish I would have known before I went to the field". This is only a suggested topic. If you decide to participate in this, I would probably have you speak at 5:00, but Sunday afternoon's schedule is not yet set.
8. The teens have a Missions Class at 5:00. If you would like to participate, I would like to have you speak to them. The topic that I normally recommend is "What I wish I would have known before I went to the field". This is only a suggested topic.
9. The evening service starts at 6:00 p.m. We try to cut down slightly on our normal schedule to give you as much time as we can. Normally this would be at 6:20. You may take as much of the rest of the service as the Lord leads. It is best to quit very close to 7:00. The time is yours, but please do not feel that you must fill all the time allotted. Also, if the unthinkable happens and you do not get the service until sometime after 6:30, you still have 30 minutes – no matter what.
10. At the end of the service, we will take time for questions from the congregation.
11. Please give any audio/visual to the music pastor Sunday morning to allow him time to prepare for the evening service.
12. We have you coming in Saturday night and leaving Monday morning. We have hotel reservations for you at the Sleep Inn in Pleasant Hill for both nights. The room is reserved under your name. Please see the attached sheet for more info.
13. My notes state that you are driving in from a local area and will not need any lodging.
14. We have you staying in our prophet's chamber from _____ to _____.
15. Please find the attached information sheet. If you have any questions, please let us know.

We are looking forward to having you with us.

Pastor Scott VanderHart
Adelphi Calvary Baptist Church
Runnells, IA