

I already know the general nature of the occasion

I already know the church's or school's theological position

What else is necessary or desirable to know?

I would suggest the following items:

Ask for the exact name of the church or school, if you do not already have it

Ask for the exact location of the church or school, and for a map if it is on back streets or roads or in a totally unfamiliar place. Such a map can be sent to you.

Ask for an approximation of the amount of time it will take to get there from your location, and for any suggestions as to best routes.

Ask if someone will be in charge of the items of the program prior to your speaking, and if possible his name.

Ask how much time you will be given for the message, and what time the people usually expect the meeting to end.

Ask if any special items will be included in the program, such as the Lord's Supper, baptism, reception of new members, dedication of children, special presentations, missionary reports, or any other item which might cut into the time you have been told is available for the message.

Remember the principle:- WHATEVER TAKES ADDITIONAL TIME BEFORE THE MESSAGE CUTS OFF TIME FROM THE END OF THE MESSAGE!

If the contacting person tells you that you will have 30-35 minutes for the message, remember that you will have only whatever time is left, from the moment the worship leader introduces you until the time the people expect the service to be over!

If any special item is to be included, make certain that someone will be in charge of it, and that the leader will announce the extension of time necessary, not to accommodate the speaker, but to include the special item in the program!

Remember the principle:- You cannot preach a forty-minute message in twenty minutes!

Also remember the principle:- The central feature in services of worship in protestant churches is the proclamation of the word of God!

- D. If you are not satisfied with the answers to these questions, ask the contact for his phone number and tell him that you will get back to him within a specified period. Then think it all through, examine your heart for wrong motives, pray continually for God's direction, and then do three things:

1. Come to a definite decision!