

B. We should leave for a speaking engagement in time to allow for heavy traffic, poor road conditions, unforeseen rest room stops, uncertainties of route, and at least a fifteen-minute early arrival.

It almost goes without saying that a greater leeway should be allowed for greater distances or unfamiliarity of location.

C. Upon arrival at the church or school where we are scheduled to speak, we should ask for the pastor or the worship leader, find out the location of the rest room and water fountain, and then proceed with the leader to the empty classroom, anteroom, or office designated.

It is here that the program should be previewed and any other persons present should be greeted. Upon obtaining a copy of the bulletin or program or order of service, it is helpful to place an identifying mark beside those items in the program for which we will be responsible.

My own maxim in this connection is: HAVE THE LEADER HANDLE AS MANY ITEMS AS POSSIBLE.

Of course, if you wish to read the Scripture, that may be helpful, since the leader may not be familiar with the passage or version or may be a poor public reader.

You may also wish to announce and lead the final hymn before pronouncing the benediction, so as to have some control over the time and manner of the closing of the service. On the other hand, it may be advantageous to have the pastor or worship leader come up to lead the final hymn, and you may ask for that.

However, I would offer this personal observation on the announcements, offering, and prayer -- I generally ask the leader to take these items. If he balks at the prayer, I simply suggest that since I do not know the needs of the people and presumably he does, it would be better for him to lead the