# How to get on the supply schedule for congregations in transition?

Due to the supply shortage, the Supply Coordinator will not provide coverage for Interim Ministers.

### 1. Have congregation fill out "Pastoral Transition Form."

- **a.** This form collects contact information and basic worship material needed to map out schedule plus is provided to supply ministers.
- **b.** Form can be found at **godslove.org/supply**

## New to Pastoral Transition?

We need some information from you before your congregation can be added to the schedule. Please fill out the online form, which will then be submitted to the Supply Coordinator.

# Pastoral Transition Form



- 2. Once Pastoral Transition Form is completed, congregation may fill out "Monthly Congregational Supply Request Form."
  - **a.** This form needs to be completed and submitted every month by the 15<sup>th</sup>, six weeks prior to the month's request (ex. Oct 15<sup>th</sup> for Dec). No changes or additional days will be added to allow time to assemble the supply schedule. Without this form, congregations will not be added to the monthly schedule.
  - b. Form can be found on godslove.org/supply



# **RESOURCES TO PROVIDE CONGREGATIONS**

### • LT19 - Guidelines for Congregations using Supply Ministers

- Can be found at <u>godslove.org/supply</u> or Dropbox.
  - All Staff Shared Files > Call Process Forms > LT19

### Manuscript Sermons

- Congregation contact(s) will automatically get added to distribution list unless they specifically specify, they do not wish to receive them.
- Sermons are available to anyone who requests whether in transition or not. Currently they would need to email the Supply Coordinator to be included in the distribution list.

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Supply Coordinator Contact supply@nepsynod.org