

**DEPARTMENTAL SPECIAL DAY REQUEST
GUEST SPEAKER FORM**

Department Name: _____

Date of Special Day: _____

Guest Speaker:

Choice 1: _____

Choice 2: _____

Choice 3: _____

Budget:

Gratuity: _____

Airfare: _____

Auto/Mileage: _____ @ .42x _____ miles = _____

Per diem:

Family: \$75 per day x _____ days = _____

Single: \$42 per day x _____ days = _____

Cost of Sabbath Meal: _____ Estimated Total Cost for Day: _____

Department Leader's Signature

Date

Pastor's Signature

Date

GETHSEMANE SDA CHURCH SPECIAL PROGRAM BULLETIN OUTLINE

Directions:

- Complete and submit this form **after** coordinating with the Pastor and Head Elder.
- Fill in the correctly spelled name(s) and title of the person(s) who will fill each role or put "Please Fill" and the role will be filled for you.
- Submit the completed Program Bulletin Outline form to lanardawilliamson@gmail.com by **Tuesday at 6 pm the week before the event** (i.e. 11 days in advance). This will allow time for program review, editing, approval, and printing.
- All announcements should be submitted to gsdabulletin@ymail.com.
- The Communication and Media Team will create a PowerPoint mirroring the information you provide.
- You may need to coordinate with other departments for your special program. Be sure to coordinate directly with the appropriate leaders to ensure the special day is a success.

DIVINE WORSHIP SERVICE PROGRAM OUTLINE

Event Theme (Info used for the program cover): _____

Call to Worship: _____

Processional: _____

Doxology: _____

Invocation: _____

Affirmation of Faith: _____

Commandment to Remember: _____

Hymn of Worship: _____

Welcome: _____

Announcements: Clerk of the Month

Pastoral Remarks: Pastor Johnson

Children's Offering/Story: _____

Musical Selection: _____

Intercessory Prayer: _____

Stewardship Spotlight: _____

Tithes and Offering: _____

Special Selection: _____

Scripture: _____ **Verse:** _____

Introduction of Speaker (Complete if necessary): _____

Meditation Selection: _____

Message: _____ **Title:** _____

Speaker Background (ex. SAC President): _____

Benediction: _____

PROGRAM OUTLINE MODIFICATIONS REQUIRE PREAPPROVAL FROM THE PASTOR

(Special Request and Other Program Emphasis: Ex. Presentations, Speaker Introductions, etc.)

SABBATH SCHOOL SERVICE PROGRAM OUTLINE

Directions:

- Complete and submit this form after coordinating with the Pastor and Sabbath School Superintendent.
- Complete this section of the form **only** if you are coordinating the Sabbath School Service on your special day.

Song Service: _____

Sabbath School Song: _____

Prayer: _____

Welcome: _____

Scripture: _____

Mission Spotlight: _____

Teacher's Prayer: _____

Special Music: _____

Closing Prayer: _____

IMPORTANT REMINDERS:

- Using props for your program? Remove them within 24 hours of your program.
- Email lyrics of special music to the Minister of Music and the Communication Team.
- Planning AYS Program? Be sure make the request with the AYS Leaders.
- Expecting a big crowd? Inform the Head Usher and the Head Deacon, etc.
- Serving food? Coordinate with Hospitality and include message in the bulletins.