



## **Memo of Understanding**

### **Between**

### **First-St. Andrew's United Church and our Visiting Preachers**

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Welcome to First-St. Andrew's! Thank you for agreeing to participate in our upcoming Worship Service. The following understandings (organized chronologically) are meant to make the visit more comfortable for you.

#### **No later than the Tuesday before you visit us**

1. Please provide [the church office](#) with your sermon title and the text upon which it's based so that we can publish this information in our Church Bulletin.
2. For purposes of your introduction to the congregation please provide your three "favourite" biographical points that can be used by our liturgist on Sunday morning.
3. We routinely record the entire service for our archives. The sermon is extracted from this and placed on our web site (as a podcast) for approximately one month. We also take photos of our guest preachers for use on our website and in other FSA publications. Please let us know if this is counter to your wishes. *We will assume consent unless we hear otherwise from you in the week prior to the service.*

#### **Sunday Morning**

1. If you've never been to FSA before, you can [get directions from our website](#)
2. Our service begins at 10:30 am and is generally 60-70 minutes long. Please time your sermon for no more than 15 minutes so that we can meet this goal.
3. Plan to arrive by 10 am. Parking (accessed from either Queens Ave or Waterloo Street) is available in the church's lot just to the east of the building. The church entrance off the parking circle on the East side of the building leads into the Atrium. A church representative will meet you there.
4. Prior to the service, the church representative will take you to the sanctuary so that can familiarize yourself with its configuration and go through a sound check with our audio system.
5. You will then be escorted to a site where you can robe and leave your belongings. This is the time when we will endeavor to provide you with your remuneration for your visit.



**The week following your visit (or earlier if you wish)**

1. Please provide us with a typed copy (preferably double spaced) of your sermon so that we can print copies for the congregation who may wish to reflect on your words. This copy will also be posted on our website (unless we have received your wish not to do so).
2. Let us know what we might have done better to make you feel welcome during your time with us.

Finally, we are looking forward to your visit. If have any questions please contact [the church office](#) and we will attempt to “smooth the path” prior to your arrival.