



**METROPOLITAN  
WASHINGTON, D.C.**  
SYNOD ELCA

## Staff Engagement Form

Please fill out this form and return to Katharyn Wheeler [kwheeler@metrodcelca.org](mailto:kwheeler@metrodcelca.org) no less than two weeks in advance of any requested synod staff engagement. Copies of all applicable materials (bulletins, worship booklets, etc...) must be received no less than two weeks in advance for final confirmation of staff attendance.

Staff Member Requesting: \_\_\_\_\_

Church/Ministry Name: \_\_\_\_\_

Address (GPS Compatible) and any special driving instructions: \_\_\_\_\_

Sunday Worship

Special Event: \_\_\_\_\_

Date: \_\_\_\_\_ Time (s): \_\_\_\_\_

Texts of the Day: \_\_\_\_\_

Theme: \_\_\_\_\_

Color of the Day: \_\_\_\_\_

Contact Person Name: \_\_\_\_\_ Cell #: \_\_\_\_\_

### What is expected of the staff member? (Check all that apply)

Preach

Preside

Holy Communion

Staff Member Presides

Staff Member Assistant with the Bread

Bring Synod Greetings

Other: \_\_\_\_\_

### Other requests

Children's Sermon (how many children, age range): \_\_\_\_\_

Reception/Coffee Hour (where, when): \_\_\_\_\_

Adult Forum/Sunday School (where, when): \_\_\_\_\_

Attend

Provide Content - Topic: \_\_\_\_\_

**Notes**

Is there a special focus for the day? Please describe.

Congregation Ministries Highlights:

Hopes and dreams for the congregation:

Is there anything else that should be known before attending? i.e. any conflicts, topics to highlight or avoid, insight into demographics of congregation