

Guest Preacher Coordination

Dear [Volunteer Coordinator's Name],

We are excited to welcome [Guest Preacher's Name] to our church on [Date]. Below are the details for your coordination:

Guest Preacher Information

- **Name:** [Guest Preacher's Name]
- **Contact Number:** [Guest Preacher's Phone Number]
- **Email:** [Guest Preacher's Email]
- **Date of Visit:** [Date]
- **Service Times:** [Service Time/Schedule]

Volunteer Roles Needed

- Welcome Team: [Details]
- Hospitality Team: [Details]
- Audio/Visual Team: [Details]
- Prayer Team: [Details]

Please coordinate with your teams to ensure that everything is in place for [Guest Preacher's Name]'s visit. If you have any questions, feel free to reach out to me.

Thank you for your support and dedication!

Blessings,
[Your Name]
[Your Position]
[Church Name]