

Presbytery of Blackhawk
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PULPIT SUPPLY GENERAL GUIDELINES

The Pulpit Supply List includes ministers and lay leaders who have consented to preach when a regular pastor, interim minister, or temporary/stated supply pastor is away or unable to preach. Pulpit Supply is intended as a Sunday by Sunday relationship. If the church is intending to invite the same supply preacher for more than 3 consecutive weeks or to enter into an ongoing relationship, Presbytery approval is required through the COM.

When choosing someone to fill the pulpit, you may refer to the Pulpit Supply List posted on our website (under Forms). Please note that only ordained ministers in good standing with the Presbytery are authorized to celebrate the Sacraments. It is the responsibility of the session to make all arrangements with the supply preacher well in advance of the date needed. The following should be included:

- Location/directions, date, time of service(s)
- Contact information for person preparing bulletin, music director and/or worship coordinator
- Style of worship, typical pastor attire (robe?), which hymnal, pew bible used (due to the wide variety of hymnals, it is recommended that the church choose the songs)
- Does preacher do a children's message? Do children stay through entire service?
- Does the church typically follow the lectionary?
- Sample of a typical Order of Worship (perhaps forward a recent bulletin)
- How are prayer requests handled?
- Are there any portions of the service the Supply Pastor would prefer not to do?
- Other audio, visual information
- Deadline for bulletin information
- Anything else to make the visitor feel comfortable in your church

Recommended remuneration:

- Travel Expenses: The church should reimburse the pastor's mileage to and from the church at the current IRS rate (\$0.575 per mile for 2015) unless specifically refused by the visiting pastor. Find out ahead of time so a check can be presented to the pastor following the service. If it is not possible to pay the pastor that day, payment should follow within a week.
- Preaching minimums:
 - Churches under 100 members: \$100.00
 - Churches from 101-250 members: \$125.00
 - Churches 250 and over: \$150.00
 - Second service on the same Sunday: \$50.00

The Presbytery would appreciate your feedback following your utilization of any pastors on our Pulpit Supply List or ideas for improving the whole pulpit supply process. A comment form is available on our website www.blackhawkpresbytery.org/forms.