

- ❖ Because churches in transition request a list of possible pulpit supplies from the Committee on Ministry (COM) and
- ❖ Because COM's guide for churches in transition, "Journey Between Pastors" indicates that such a list is available and
- ❖ In order to be clear about what the list represents and to have an up-to-date list available.

The following procedures shall be followed:

The people on the Pulpit Supply list need to be a Minister of Word & Sacrament in good standing with Denver Presbytery, a Commissioned Ruling Elder (CRE), or a Ruling Elder in good standing in a church in Denver Presbytery (including Candidates under care).

Individuals who wish to be placed on the Pulpit Supply List should contact the Presbytery Office to request placement. Once placed on the list, a preacher will remain until they request removal or action is taken by Committee on Ministry.

- *Those on this list are included by self-referral.*
- *This list does not in any way imply an endorsement.*
- *Candidates, Ruling Elders and CRE on the list are available for preaching but may not officiate for the Lord's Supper or Baptism.*

The list will be available on the website or by request from the Presbytery office.

This list will be updated annually as people indicate their interest in being on the list.

### **Recommended Guidelines for supply preaching:**

**ADVANCED ARRANGEMENTS:** The pastor, clerk of session, worship committee member or someone from the church needs to contact the pulpit supply pastor as far in advance as practical to make arrangements and to provide general information which will help him/her in preparation for leading the worship service. This may include a previous Sunday bulletin or worship outline, the expectations for worship leadership (liturgy, hymns, etc.), and a contact person. It would also be helpful for the preacher to have a copy of the prepared worship bulletin (by email or U.S. postal mail) as soon as it is prepared.

**ON SUNDAY MORNING:** Someone from the church needs to meet and greet the pulpit supply pastor as he/she arrives and to attend to any special needs necessary. This person should be prepared to provide specific information on worship service routines and customary procedures and on any special events or activities for that day's worship service. The pulpit supply pastor should be shown to a quiet area, such as the pastor's study, to allow a few minutes for final preparation.

**REMUNERATION:** These guidelines are minimum recommendations for compensation. The size of the church, the budget situation, travel time involved and possibly other factors need consideration.

- For conducting one worship service a Sunday a minimum remuneration of \$175 is recommended.
- For conducting two worship services a Sunday a minimum remuneration of \$225 is recommended.
- For conducting more than two worship services a Sunday, compensation should be negotiated in advance.

**AFTER THE WORSHIP SERVICE:** Someone from the church needs to follow up with the pulpit supply pastor to thank him/her for serving the church and to present a check for remuneration.

It is in the spirit of helping to make the worship service as successful as possible for both the congregation and the pulpit supply pastor that these guidelines are presented. They may also be of assistance in the annual budgeting of pulpit supply expenses.