

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 Pastoral Leadership). Please note that only ordained Ministers of the Word and Sacrament 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

Remuneration for pulpit supply: Flat rate of \$150.00 for the first service (on the same day), \$50.00 for any additional service, plus mileage reimbursement at the current IRS rate.

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: blackhawkpresbytery.org/PulpitSupplyList.