

## PULPIT SUPPLY POLICY

When the pastor of a congregation is unavailable or there is no pastor, it is the session's responsibility to provide someone to preach who has been prepared for the work (G-3.0201a). The Committee on Ministry maintains a list of Ministers of the Word & Sacrament, Ruling Elders, Candidates, Inquirers, Ministers of Other Denominations, and other persons who are willing to preach and whose training for the work has been reviewed. The Committee on Ministry commends those on the pulpit supply list to the congregations of Eastminster Presbytery. This list shall be reviewed and updated at least annually.

Eastminster Presbytery has determined that any person preaching more than three consecutive Sundays in the same congregation has entered into a temporary pastoral relationship which needs to be approved by the Committee on Ministry.

The Sacraments of Baptism or the Lord's Table can only be presided over by a PC(USA) Minister of Word & Sacrament in good standing, a Ruling Elder commissioned with sacramental authority, or a minister of another denomination who has been authorized by the Committee on Ministry to serve within the Eastminster Presbytery. Minister of other denominations wishing to be granted permission to preside over the sacraments in Eastminster Presbytery should follow the process listed below for inclusion on the pulpit supply list and be examined on their theology of the sacraments as part of their assessment by the Committee on Ministry.

### INCLUSION ON THE PULPIT SUPPLY LIST

Presbyterian ruling elders, PC (USA) ministers who are not members of Eastminster Presbytery, and ministers of other denominations shall submit the following to the Moderator of the Committee on Ministry:

- A resume including formal education, employment history; congregation/presbytery/denominational membership and service; relevant continuing education, gifts, and skills; and a brief statement of faith and personal faith journey.
- A letter of endorsement from the congregation or judicatory of membership or from the Committee on Preparation for Ministry if actively seeking ordination or commissioning.
- A manuscript or recording of a sample sermon.
- Consent for background screening.
- Evidence of having completed Boundaries Training in the last 36 months.

Ministers from other denominations shall be required to present a baccalaureate degree from an accredited college or university and a theological degree from an institution acceptable to the Presbytery.

Representatives of the Committee on Ministry will meet with applicants to assess theology, understandings of Presbyterian government, and their reasons for wanting to be included on the Pulpit Supply List. The committee reserves the right to ask applicants to preach before representatives of the committee.

## GUIDELINES FOR HONORARIA AND EXPENSE REIMBURSEMENT

The Committee on Ministry offers the following guidelines for sessions and congregations as they invite ministers and/or elders to assist them with worship and church matters. The guidelines have been developed considering the demands of the economy and the preparation and skills of the minister/ruling elder assisting a congregation. Congregations are asked to be responsive to these guidelines out of gratitude and fairness.

### **A. Pulpit Supply**

1. Honorarium for pulpit supply for a single service: \$100 for one worship service; \$50 for each additional service on the same day.
2. When the sacraments are celebrated during the worship service(s) the person presiding shall also preach for the service. No additional honorarium is required.
3. When a minister or ruling elder is invited from a distance of more than 25 miles or from outside the bounds of the presbytery, travel reimbursement, lodging, and meals should be provided.

### **B. Additional Services**

1. If a minister or ruling elder is asked to provide additional pastoral ministry, such as hospital, nursing home, or shut-in visitation, additional compensation for mileage and time should be negotiated with the minister/elder in consultation with the COM.

### **C. Moderating Session or Congregational Meeting**

1. The suggested honorarium for a Presbyterian Minister to moderate a Session Meeting or a Congregational Meeting for all churches is \$35.00. If the moderator must travel a long distance (over 50 miles round trip), some travel reimbursement should be added to the honorarium.

### **D. Travel Reimbursement**

1. The COM recommends that ministers and elders providing worship and pastoral services for a congregation be reimbursed for their "business mileage" at the current IRS approved rate per mile. Mileage reimbursement should be requested by voucher by the minister/elder providing the service.

NOTE: Because an honorarium is a monetary offering offered freely and graciously by a congregation in the spirit of thanksgiving to a person who has responded to a call for assistance for special services, a pastor or elder has the choice of either accepting or refusing such. Reimbursement for expenses as described above is always to be considered above and beyond the honorarium. It is appropriate, and therefore should not be considered unacceptable, for one providing services to a congregation to inquire whether the provision of an honorarium and expenses is customary for the congregation. It is more helpful for the requesting congregation to offer that information at the time of the request for services.