

Pulpit Supplies serve at the invitation of the session, whereas more permanent pastoral relationships are in partnership with the Presbytery of Winnebago.

## **We Need a Pulpit Supply!**

### **Guidelines for Hosting and Compensating a Pulpit Supply**

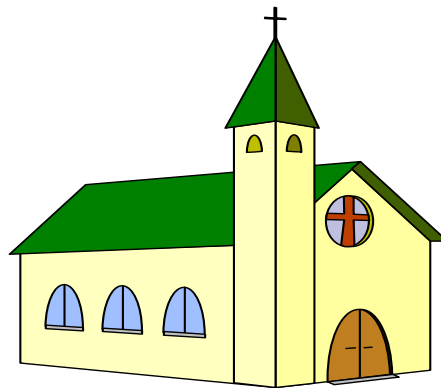
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## Hosting a Pulpit Supply

1. When the need arises for the use of a pulpit supply, please contact the person immediately. (A current list is available from the Presbytery Office.)
2. When contacting the pulpit supply, indicate his or her responsibilities, i.e.,
  - sermon title
  - sermon text & additional scriptures
  - children's sermon
  - hymns
  - additional bulletin information
  - communion, baptism, new member, etc.
  - bulletin deadline & contact persons
3. Be sure to specify the time of worship, directions to site, and any other helpful information such as coffee hour, meals, etc. Tell the person who will greet them and answer any questions.

4. As a courtesy to an invited pulpit supply, it is appropriate to extend an invitation to provide overnight accommodations and meals at the congregation's expense.
5. Ordinarily, compensation is given on the day on which services are rendered. If this is not possible, payment should be made within the following week.
6. Within the week following the service, a letter of appreciation is sent to the pulpit supply from the session of the church.



## Compensating a Pulpit Supply

The following are suggested guidelines for congregations regarding establishment of **minimums** for compensating pulpit supplies. Each congregation should establish its own policy, which would be shared with those who are being requested to serve as pulpit supply.

1. For a single congregation with a single service of worship: \$125.
2. For a single congregation with two services: \$150.
3. For multiple church situations, parishes, or yoked fields: \$125 plus \$25 for **each** additional service of worship. For two services: \$150 For three services: \$175. (Financial assistance is available from the Committee on Ministry.)
4. In addition, round trip travel reimbursement for the pastor supply is at the prevailing IRS rate. That information is available from the Presbytery Office.