Pulpit Supply Policy – 2021

The Presbytery is responsible for approving all persons who preach in the pulpits of the congregations of the Presbytery, including those who serve as temporary preachers.

The Commission on Ministry shall establish and provide a list of persons who are minister members of the Presbytery*, have been authorized to preach, are currently in seminary, have been trained through the Ruling Elder Preaching Institute, or are currently undergoing training as a Commissioned Ruling Elder. While Presbyterian Elders as well as ministers of other denominations may be available and willing to preach, they must first be authorized to do so by the Commission on Ministry on behalf of the Presbytery. In an emergency situation where a previously authorized preacher is not able to serve on a given Sunday or time of worship due to health, weather, or other emergency circumstances, an elder of that congregation may lead worship and deliver a message or sermon.

Recognized minister members of the Presbytery, trained Commissioned Ruling Elders, Inquirers and Candidates under care of the Presbytery (who have been approved by the CPM to preach) may, upon request and consent of COM, be added to the Presbytery's Pulpit Supply List.

The COM has determined that any person preaching more than three consecutive Sundays in the same congregation/pulpit shall have the prior approval of the COM.

For any Sundays when the Sacrament of Holy Communion is to be celebrated, a Presbyterian Minister shall officiate at the Table, unless COM has commissioned a Ruling Elder to celebrate the Sacrament. The Presbyterian Minister shall be a member in good standing in the Presbyterian Church (USA).

Presbyterian Elders, PC(USA) Ministers who are not members of the Presbytery of Cincinnati and ministers of other denominations shall meet the following requirements before being added to the Presbytery's Pulpit Supply List:

- Provide a resume to the COM Moderator including formal education, occupation/employment, church/Presbytery membership and service, additional learning experiences, relevant gifts and skills, and a brief statement of faith and personal faith journey.
- Interview with representative(s) of COM to assess theology, understandings of Presbyterian government, and their reasons for wanting to be included on the Pulpit Supply List.
- Provide a letter of endorsement from home church session or home judicatory.
- Provide a sample sermon in manuscript form and preach before representatives from COM.
- Sign the Sexual Misconduct Self Certification Form and be subject to any background/reference checks that may be required of minister members of the Presbytery.
- For Presbyterian Elders, they will have completed the requirements of the Ruling Elder Preaching Institute of the Presbytery of Cincinnati or the requirements of Commissioned Ruling Elder education
- 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.

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edited to reflect Commission 9/8/2021

COM shall annually review those on the Pulpit Supply List, and distribute an updated list to the Presbytery. Those interested in being on the Pulpit Supply List should contact the COM Moderator.

Preaching Honorarium Schedule

- Churches are expected to provide an honorarium plus mileage (IRS approved mileage rate per vouchered mile) for pulpit supply preachers. The following schedule suggests the COM approved minimum honorariums:
    - $100 for one worship service
    - $50 for each additional service on the same day, and yet an additional $100 if the second service is a distinctively different service.
    - The honorarium should include mileage reimbursement at the current IRS rate.
- The Pulpit Supply List can be found on the Presbytery's web site: www.presbyteryofcincinnati.org

Cancellation

COM recognizes that when worship services are canceled on fairly short notice, those in pulpit supply positions may already have expended considerable time in sermon preparation. It is suggested that congregations be aware of the work already accomplished in these cases and be prepared to offer compensation. The COM further suggests that at least 50% of the normal payment be offered. No travel costs would be incurred.

Feedback Congregations/Supply Preachers

COM wants to know about your church's pulpit supply experience, including ideas for strengthening the pulpit supply ministry and process. Please contact the COM Moderator and Executive Presbyter with feedback.

* Note: Minister members of the Presbytery can also be requested to serve communion, baptize children and adults, ordain/install new officers. If a session decides to schedule a session meeting on a Sunday, a minister member of the Presbytery serving as pulpit supply can also be available to moderate such a session meeting, at the invitation of the assigned moderator. (N.B. There is a suggested honorarium to serve as a guest/appointed moderator of a session.)

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