

COM Pulpit Supply List Policy

April 2, 2007

- Because churches in transition request a list of possible pulpit supplies from the COM committee 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 member in good standing with the Presbytery or an elder in good standing in a church in the Presbytery.

Those on the list will be placed there upon their own request.

The list will be provided in print and posted on the web site will have the following disclaimer:

Those on this list are included by self-referral and are members in good standing within their church and/or in the Presbytery of Denver

The Web site will be updated regularly as people indicate their interest in being on the list.

Every year during the month of April the attached or similar letter shall be sent to the minister members of the Presbytery, Candidates, and Elders in the Commissioned Lay Pastor Program.

The list will be mailed in early May to all Pastors and Clerks of Session and posted on the web site.

May 6, 2008

Dear Pastor and Clerk of Session:

Please find attached a copy of the Committee on Ministry's updated Pulpit Supply List for the Presbytery of Denver. It is being sent to pastors of all churches and clerks of sessions. We have been asked to provide guidelines for the courtesies and protocol to be extended to those who perform this valuable service. These guidelines are an effort in that regard.

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.

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 \$150 is recommended.
- For conducting two worship services a Sunday a minimum remuneration of \$200 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.

Grace and peace,

Rev. Stanley Jewell
Moderator of the Committee on Ministry

April 15, 2008

Dear Ministers Members, Candidates and Commissioned Lay Pastors:

The Committee on Ministry needs to update their list of pulpit supplies for the year. This list is used to seek a person to preach and lead worship when pulpits are vacant due to transitions, illness, study leaves and vacations. Currently, the Presbytery recommends that the stipend for preaching be \$150 for one service and \$200 for two.

If you are interested in having your name on the list, you must contact the presbytery office by phone 303-777-2453 or e-mail judy@denpres.org . If we do not hear from you, we will assume that you no longer wish to be included. This list will be mailed annually to the churches and be posted on the website with the suggested stipend and the following note:

Those on this list are included by self-referral and are members in good standing within their church and/or in the Presbytery of Denver.

If you are interested, please contact the Presbytery office before May 1, 2008 in order to get on the printed list that will be mailed. The web list will be updated as we receive calls from those interested in being listed.

Thanks for your consideration and prompt response.

Grace and Peace,

Rev. Stanley Jewell

Moderator of the Committee on Ministry