

# GUIDELINES FOR HOSTING AND COMPENSATING A PULPIT SUPPLY

When the need arises for the use of pulpit supply, please contact the person immediately. ([Pulpit Supply List](#) can be found at the Milwaukee Presbytery website.

When contacting the pulpit supply, indicate his or her responsibilities, i.e.

- Sermon title & text
- Additional scriptures
- Prayers
- Children's sermon
- Hymns
- Additional bulletin information
- Communion, baptism, new member, etc.
- Bulletin deadline & contact persons.

Be sure to specify the time of worship, directions to site, key contact information and any other helpful information such as coffee hour, meals, etc. Arrange for a person who will greet them and answer any questions.

Ordinarily, compensation is given on the day which services are rendered. If this is not possible, payment should be made within the following week.

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: \$150
2. For a single congregation with two services: \$200

In addition, round trip travel reimbursement for the pulpit supply is at the current IRS rate. (That information is available from the Presbytery Office.)

## *COM's Role in Maintaining Pulpit Supply*

A Teaching Elder or a Ruling Elder who wishes to be added to Pulpit Supply can find an application on the [Presbytery of Milwaukee](#) website to be approved by the Commission on Ministry.