

Hosting and Compensating a Pulpit Supply Preacher Presbytery of Winnebago

MINIMUM COMPENSATION

The minimums for compensating a pulpit supply preacher have been established by Presbytery as follows:

1. For a single congregation with a single service of worship: \$150.00
2. For a single congregation with two services: \$175.00
3. For multiple church situations (parishes, yoked fields): \$150.00 plus \$25.00 for **each** additional service. Two services - \$175.00; three services - \$200.00
4. In addition, round trip travel reimbursement for the pastor supply is to be paid at the prevailing IRS rate.

GUIDELINES FOR HOSTING A PULPIT SUPPLY PREACHER

1. When the need arises for the use of a pulpit supply preacher, please contact the person immediately. A current list is available from the Presbytery Office.
2. When contacting the preacher, indicate his or her responsibilities for the service such as: sermon title, sermon text and additional scriptures, children's sermon, hymns, additional bulletin information, communion, baptism, new member reception, bulletin deadline and contact persons.
3. Be sure to specify the time of the worship service, directions to the site, and any other helpful information such as a coffee hour or meals.
4. Tell the person who will greet them and be available to answer questions.
5. As a courtesy to an invited pulpit supply preacher, it is appropriate to extend an invitation to provide overnight accommodations and meals at the congregation's expense.
6. 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.
7. Within the week following the service, a letter of appreciation is sent from the session.