

Presbytery of Geneva PULPIT SUPPLY GUIDELINES

The Presbytery Committee on Ministry understands how important quality leadership is to every congregation. The pulpit supply list is designed to help congregations seek preachers for worship when there is a vacancy, such as when the pastor is on vacation, on study leave, or ill, or when the congregation is between pastors.

The Presbytery has the responsibility and power to provide that the Word of God is truly preached and heard and that the Sacraments may be rightly administered and received (*see the Book of Order G-3.0301a/b0*). It is for this reason that these guidelines are necessary.

Information for Congregations

- The pulpit supply list of the Presbytery of Geneva is composed of individuals who have been cleared by the Committee on Ministry with regard to their credentials and to their understanding of the Reformed faith and belief.
- Churches with pastors may use the pulpit supply list for filling the pulpit when the pastor is absent, but are not required to do so.
- For churches who are between pastors or without a pastor, only persons on the approved list for pulpit supply or teaching elders in good standing in the Presbytery of Geneva may provide preaching leadership unless prior approval has been given by the Committee on Ministry.
- Persons providing pulpit supply, including teaching elders in good standing in the Presbytery of Geneva, are limited to preaching in any given congregation to two Sundays a month, unless prior approval has been given by the Committee on Ministry. This does not limit preaching in other locations.
- Sessions are encouraged to consider providing opportunities for the congregation to worship under the leadership of women and minorities.
- Sessions may ask ruling elders and members of their own local congregation to serve occasionally as pulpit supply, especially when there is an emergency or other leadership cannot be secured in a timely fashion.
- The Committee on Ministry shall indicate on the pulpit supply list those persons who are approved to administer the sacrament of the Lord's Supper and those who are approved to administer the sacrament of baptism and/or conduct services of Ordination and Installation of Elders and Deacons.
- Please do not call installed pastors, associate pastors, stated supply pastors, and interim pastors currently serving a church for pulpit supply.
- The minimum compensation is \$125.00 plus mileage round trip at the then current IRS rate.

Pulpit Supply List Applications

- All those who seek to be on the pulpit supply list must submit an application to be reviewed by the Committee on Ministry along with the supporting documents specified in the application. Applications are available on the Presbytery's website or use these links:

[\[link for Geneva-member Clergy\]](#) [\[link for CRE application\]](#)

[\[link for other Clergy Non-Members\]](#) [\[link for Elders or Lay Members\]](#)

- Only those approved by the Committee on Ministry will be added to the pulpit supply list and the Committee has the right to refuse an applicant's request to be placed or kept on the approved list.
- Applications and other required information must be submitted in a digital format to COM@presbyteryofgeneva.org.
- All persons on the pulpit supply list who are required by the Presbytery's [Sexual Misconduct Policy](#) to complete boundaries awareness training must show evidence of compliance. The Committee on Ministry may require other persons on the pulpit supply list who are not covered by the Presbytery's [Sexual Misconduct Policy](#) to provide evidence of comparable training.
- The Committee on Ministry will make an annual review of the persons on the pulpit supply list. The list will be updated as needed to keep it current.
- All pulpit supply preachers are subject to the appropriate directives of the current Book of Order.

For questions or comments, please contact the Committee on Ministry's Chairperson at the email address COM@presbyteryofgeneva.org or call the Presbytery Office at (315) 536-7753 ext. 1.