
According to the Book of Order [G-3.0201]

...the session has responsibility and power to:

a. *provide that the Word of God may be truly preached and heard.* This responsibility shall include providing a place where the congregation may regularly gather for worship, education, and spiritual nurture; **providing for regular preaching of the Word by a minister of the Word and Sacrament or other person prepared and approved for the work;**...

What does the Session need to do to approve someone to preach for the congregation?

- Each **Session** must approve the guest preachers for their congregation in advance of the preaching date.
- We have a Pulpit supply list for the presbytery. Anyone on the list has been approved by the Presbytery's COM to preach. You may find that list on our website: <https://www.northwestcoast.org/ministry-resources>
- A Minister of Word and Sacrament (Teaching Elder), Commissioned Pastor listed (CP) listed on the Pulpit Supply List with communion listed in their broader commissioning, or a Commissioned Ruling Elder (CRE) commissioned to serve your Congregation may administer the sacraments.

Who can serve as a Pulpit Supply preacher?

A Minister of Word and Sacrament (Teaching Elder) prepared and approved for the work is:

- A Teaching Elder (TE) in good standing with our presbytery. Good standing requires that they have completed a background check and are current on the required Sexual Misconduct Prevention Training. This applies to any TE, whether serving a congregation, a member at large, in validated ministries or honorably retired. TEs in good standing are either listed on the Pulpit Supply list or can be confirmed that they are in good standing by contacting the presbytery office.
- A Commissioned Pastor (CP) approved for this work by COM. These CPs are listed on the Pulpit Supply list.
- A TE from another presbytery who is approved for this work as evidenced by their inclusion on the Pulpit Supply List, or the PRIOR approval of COM.
- A minister from another denomination listed in our Form of Agreement: ELCA, UCC, RCA, and KPCA.

Other person prepared for the work:

- A current Candidate or Inquirer under care of our Presbytery's Commission on Preparation for Ministry (CPM).
- A Ruling Elder from your congregation
- A pastor from another denomination, or any suitable person that session has examined for their theological perspective, to ensure they are consistent with the Reformed tradition. COM would be helpful to consult in these situations. An example is the director of a local ministry such as Operation Nightwatch, whose director is not at PCUSA pastor.

How do I request that COM add a name to the Presbytery's Pulpit Supply List?

- A person may self-refer.
- A representative from a congregation may request.

How do I request that COM remove someone from the Pulpit Supply List?

- Contact our Stated Clerk or Executive Presbyter to have a confidential conversation about why you are making this request. Removal requires a COM action.

How do we arrange for longer-term Pulpit Supply?

- Longer-term Pulpit Supply (more than 3 weeks) is considered a temporary position, and would require COM approval of the contract. Contact your congregation's liaison for more information.

What are the behavior expectations of Pulpit Supply preachers? Be respectful. Be Considerate. Be a Colleague in Ministry

- Respect the congregation, staff, and pastor(s). Remember that many of them have additional responsibilities the week you are their guest preacher, and try not to make their work more difficult than it needs to be.
- Speak only good things about the congregation, staff, and pastor.
- Adhere to requests from staff regarding deadlines, material to be provided, and who to contact if you have questions.
- Arrive a few minutes earlier than requested.
- When you arrive, ask about any changes to the order of worship, or any pressing prayer concerns
- If the Honoria check for your service is not available on Sunday, graciously leave your contact information so that a check can be mailed to you.
- If you interact with someone who is need of pastoral care or emergency help, remember you are not their pastor. It is helpful for you to know who is available on the church staff or session that morning so that you can immediately refer them appropriately. Follow up by leaving a private note or sending an email to the pastor and your church contact regarding the person you spoke with so that they can follow up on the care.
- Don't become party to any conflict in the congregation, and watch out for traps ("what do you think about x?"). It's best to simply say, "That's a conversation to have with your pastor."