

# Pulpit Supply List Guidelines

Presbytery of Baltimore

Adopted February 2015, amended November 2016

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A. The Pulpit Supply list for the Presbytery of Baltimore will include the following:

1. Current teaching elders (TE), at their request, in the Presbytery who are either in pastorates or have been honorably retired.
2. Approved Commissioned Ruling Elders (CRE) at their request.
3. Ruling Elders (RE) upon the recommendation of their church's session and pastor.
4. Teaching Elders (TE) from any denomination of which we are in correspondence provided there is a positive recommendation from that denomination's local governing body. (Presbytery, Vestry, Bishop).
5. Credentials shall have the authority to approve additional qualified person for inclusion on the Pulpit Supply List.

B. This list will be the responsibility of the Credentials Committee under the direction of and accountable to the Committee on Ministry.

1. The list will be reviewed and updated at the end of the year. The updated list will be reviewed with COM to verify that each person is known by at least one person on COM. If not, flag the person for further review by members of the responsible team who will contact the clergy or Presbytery office for a brief informal reference check and bring a recommendation back to Credentials committee.

2. The attached form will be mailed by Presbytery staff on or about October 1 to be returned to Presbytery office by October 31. If not returned on time, this will serve as notice for the name to be removed.

3. Names to be added will follow the above stated criteria.

4. The Pulpit Supply list will be sent to Presbytery staff person \_\_\_\_\_ to be posted on the website. If there are persons who do not want their information on the web but do want to be considered for pulpit supply, the Presbytery staff, as well as the chair of COM should be provided with a list that includes those names as well as the ones listed on the website.

C. Criteria for Removal

1. Failure to return information form as requested.

2. Failure to arrive on time to lead worship and preach. Exceptions for this include....

a. Mechanical or weather related issues that prevent travel and arise quickly

b. Personal or family health emergencies. Should such occur, the preacher should contact the church's clerk of session or other officiating person as quickly as possible so replacements can be secured.

3. The receiving of complaints from the church. Complaints will be brought to the attention of the Credentials committee, the COM, the church, and the preacher involved for resolution.

\*\*\*Attached form... Pulpit Supply Information Sheet will be sent with letter.

## Presbytery of Baltimore

### Pulpit Supply Information Sheet

Please return completed form to the Presbytery of Baltimore, 5400 Loch Raven Boulevard, Baltimore, MD 21239-2998 or email to office@baltimorepresbytery.org. by \_\_\_\_\_.

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Do you wish to remain on the  
**Pulpit Supply List for the Presbytery of Baltimore** yes \_\_\_\_ No \_\_\_\_

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If "yes" please complete the remainder of this form before returning.

Please circle the preferred number for contact:

Home Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Church Status (check one):

Teaching Elder \_\_\_\_\_ Honorably Retired Teaching Elder \_\_\_\_\_ Commissioned

Ruling Elder \_\_\_\_\_ Ruling Elder \_\_\_\_\_

Clergy of another denomination \_\_\_\_\_ (name: \_\_\_\_\_)

Church Membership: \_\_\_\_\_

Preferred geographic area: \_\_\_\_\_

The Pulpit Supply list will be posted on the Presbytery of Baltimore website.

\_\_\_\_ Please check here if you do not wish for your name to be included on the website but want to continue to fill the pulpit when needed.

COM Recommends \$150 for One Service and \$50 for each Additional Service, Plus Mileage

*If you are currently on the Pulpit Supply List for the Presbytery of Baltimore but do not return this form, your name will be withdrawn from the list until otherwise notified.*