

## PULPIT SUPPLY GUIDELINES – CLASSIS HAMILTON

Pulpit Supply is arranged in accordance with Classis Hamilton Rules of Procedure Article 10.3.

The churches are encouraged to negotiate the details between the sending and receiving churches. These commitments have been covenanted together and may therefore be considered obligations of collegiality and a sharing of burdens.

The Classis Hamilton schedule provides for pulpit supply **One Sunday each month** (ordinarily the 3<sup>rd</sup>) from September through May. The specific Sunday within each month may be mutually negotiated. No assignments will be made for the months of June thru August in order to encourage the use of Seminarians seeking summer assignments.

Assignments will, as much as possible, be distributed evenly among sending congregations. Changes in pulpit vacancies will ordinarily be adjusted in the schedule only once prior to each of **three** periods (Sept – Nov; Dec – Feb; Mar – May) approximately 6 weeks in advance of each period.

Expenses will be paid on a per service basis as follows:

One hundred fifty dollars (\$150.00) per service should be sent by the receiving church to the sending church. Discussion may be held between the sending and receiving church in the event that the recipient of this fee may be the alternate pastor or for extra services.

Mileage (\$0.54 per km for 2017) will be paid by the receiving church to the visiting pastor.

The church is encouraged to send the pastor employed on staff as much as it is possible. In the event that it is not possible, the sending church must convey that in advance. The sending church must convey in advance to the receiving church (with their agreement) which pastor will fill the vacant pulpit.

To meet the pulpit supply assignments, congregations with pastoral vacancies as well as sending congregations may make use of the published contact list of additional ordained Pastors and Commissioned Pastors in Classis Hamilton, as well as those licensed to exhort.

Sending churches are encouraged make contact with the receiving church prior to a classical appointment to verify whether any changes need to be made; please arrange these changes among yourselves. Remember to notify the churches and/or pastors involved of any changes (please consider a nominal 4 to 6 weeks as a reasonable advance notification/negotiation period).