



Kiskiminetas Presbytery
Ministry Commission Guidance regarding Pulpit Supply

1 This guidance covers how the Ministry Commission will add individuals to the Pulpit Supply List. It
2 also provides our expectations that they must meet and maintain. This guidance does not apply to
3 Presbyterian seminary students nor individuals under care of the presbytery in preparation for
4 ministry. (Their approval to preach in this presbytery is completed through their preparation for
5 ministry process.)

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7 All PCUSA Ministers of the Word and Sacrament who are at-large members or retired members of
8 the presbytery may request placement on the Pulpit Supply List. All ministers from those
9 denominations that are part of the Formula of Agreement are also invited to participate on the Pulpit
10 Supply List.

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12 The following sections apply to individuals seeking placement on the Pulpit Supply List who are not
13 identified in the first two paragraphs of this document. Those individuals fall into two categories;
14 those Ruling Elders from the presbytery and others who are not part of the presbytery. An ordained
15 Ruling Elder of Kiskiminetas Presbytery may become a Commissioned Pulpit Supply. A ruling elder
16 from another presbytery or individuals from other denominations may be authorized to fill the pulpits
17 in Kiskiminetas Presbytery as Authorized Pulpit Supply.

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19 Commissioned pulpit supply and individuals authorized to fill pulpits in this Presbytery are
20 commissioned/authorized for up to three years. The Ministry Commission will annually review
21 commissioned/authorized preachers. The Ministry Commission can revoke a
22 commission/authorization at any time for any reason they feel necessary.

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24 Other individuals may be invited up to two times per quarter to preach in a church if requested by
25 the moderator and session of a church without need to comply with these guidelines. Any
26 request for services beyond this requires compliance with the standards listed below.

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28 If the Ministry Commission sees a specific need and situation, it may provide waivers to this
29 process for a temporary period. Such waivers are expected to be resolved within the shortest
30 reasonable time.

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32 Compliance with this guidance is effective as of 1 January 2020.

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34 An individual seeking placement on the Pulpit Supply List will submit to an interview team the
35 following items:

- 36
37 a. A Statement of Faith and Faith Journey Statement (Bio)
38 b. Two sermons
39 c. Meet one of these standards
40 1. Ruling Elder in good standing in one of Kiskiminetas Presbytery churches.
41 2. Ruling Elder in good standing with permission to labor outside their home presbytery.
42 3. Present documentation of ordination and education as a Minister or Lay Preacher in good
43 standing within another denomination.
44 d. Documentation of educational transcripts and certificate of completion from a seminary or a
45 presbytery training program. Also, an individual may accomplish this training requirement by
46 completing the Kiskiminetas Presbytery Preaching Course.



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- 47 e. Recommendation or endorsement of their session or church governmental body
- 48 f. Reference checks with supervisors/executives if coming from another presbytery or governing
- 49 body. The General Presbyter must have a contact name and phone for supervisor/executive.
- 50 g. Completion of a required background check and mandated reporter training per Pennsylvania State
- 51 Law and Presbytery policy.
- 52 h. Interview by a team approved by the Ministry Commission, consisting of two ruling elders and two
- 53 ministers of the word and sacrament.
- 54 i. Ministry Commission has final approval based on the recommendation of the interview team.

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56 Interview seeks to establish proficiency and knowledge in the following areas:

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- 57 1. Basic Bible Knowledge
- 58 2. Reformed Theology and some knowledge of the Book of Confessions of the Presbyterian
- 59 Church (USA).
- 60 3. Awareness of Liturgical Calendar and Lectionary Readings (Use not required)
- 61 4. Familiarity and awareness of Book of Common Worship and Book of Order's Directory of
- 62 Worship (W1 to W5).
- 63 5. Awareness of one's preaching styles and methods.
- 64 6. Awareness of preaching resources and citations.
- 65 7. Awareness of the Presbytery and session roles in conducting and maintaining worship.

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67 For recertification of Commissioned Pulpit Supply or Authorized Pulpit Supply

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- 68 1. Documentation of Continuing Education must be provided every three years for renewal of
- 69 commission or authorization. Continuing Education Unit is 1 unit per 3 contact hours. A
- 70 contact hour is an hour's work in a classroom environment, seminar, or mentoring session.
- 71 Eighteen (18) CEUs are required every 3 years for recertification, i.e., 6 CEU per year.
- 72 2. In the absence of such documentation, the Ministry Commission will consider active
- 73 participation in the Presbytery's Commissioned Pastor Support Group as continuing
- 74 education. Commissioned Pastor Support Group is highly encouraged as full participation
- 75 would complete the 18 CEUs requirement for three years.
- 76 3. Documentation of continued compliance with a background check and mandated reporter
- 77 training.
- 78 4. Documentation of being in good standing must be provided every three years by the home
- 79 presbytery or denominational governing body.