

## POLICY FOR PULPIT SUPPLY AND HONORARIUM

1. This policy addresses the procedures for getting a volunteer speaker or supply pastor when the senior pastor is not available to preside at the worship service due to illness, vacation, or unpaid time off.
2. The senior pastor will provide notice to the worship committee chair when he/she is projected to be absent from the worship service. This notice will be given in advance and ideally up to six weeks prior to that absence.
3. The worship chair, in consultation with the worship committee and chairman of the Elders, will determine if it is appropriate to use a volunteer from the congregation. If so, that volunteer will be asked to bring the message.
4. Regardless of the person filling the pulpit for the message, the worship committee will arrange for most if not all other parts of the service to be conducted by persons within the congregation. The person bringing the message for that morning will be responsible for reading the scripture and bringing the message during the sermon time.
5. If it is determined by the worship committee in conjunction with the chair of the Elders, a supply pastor would be best to fill the absence of the senior minister, the worship committee chair will seek out and request a supply pastor. The senior pastor may or may not have recommendations to assist the committee chair. There are local resources known to some in the congregation as well as regional resources within the Christian Church (Disciples of Christ) in Florida
6. The honorarium for guest clergy in the immediate area will be \$75 per service.
7. The honorarium for guest clergy not in the local area will be approximately \$100 - \$150 depending on the distance they must travel. Seldom would the honorarium exceed \$150 and only with the approval of the Congregational Board.
8. The treasurer will prepare a check payable to the individual providing services with appropriate signatures so that it may be presented by the worship committee chair or the designee of the chair to the guest speaker immediately after the service.
9. Other appropriate gestures of appreciation would be an invitation to lunch, or other gestures of appreciation.

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Signed Chair of the Board

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