



PACIFIC NORTHWEST CONFERENCE UNITED CHURCH OF CHRIST

Pulpit Supply Guidelines

Committee on Ministry

Pacific Northwest Conference (PNC) United Church of Christ

September 2026

These are the Recommended Guidelines when your church needs to fill the pulpit as approved by the both the East and West Committee on Ministry of the Pacific Northwest Conference in September 2026.

The PNC has created a list of those who have indicated their availability for Pulpit Supply. Congregation leaders or pastors can contact Beth Astarte office@pncucc.org for a copy of the list.

- The suggested honorarium is not less than \$200 to \$250, plus mileage reimbursement at the current IRS established rate.
- If additional worship elements are requested, please consider additional compensation. Sunday morning please have the guest preacher's check prepared for them.
- Please assign an experienced lay person as liturgist. This person will have an expanded role when there is a guest preacher.
- The lay person should be prepared to do the welcome, prayers of the people, announcements, introduction of visitors and any other portions of the service that are unique to your congregation—it's helpful to have someone who knows the people or the concerns do these portions of worship.



+1.206.725.8383



PO Box 12427, MILL CREEK, WA 98082



OFFICE@PNCUCC.ORG

- Please take time to talk with the guest preacher when creating the bulletin. This would include discussing the order of worship, a children's sermon, and any other unique aspects of your worship or congregation. Invite the guest preacher to select their Scripture, not everyone uses the Lectionary, ask if the preacher prefers to read Scripture themselves and inform them of the deadline for bulletin submissions.
- If the guest preacher is someone who works full time, please be aware their preparation time may only allow for writing the sermon. They may not be able/willing to take on a larger role in the service beyond preaching. This is a great time to call on talented leaders of the congregation to share in worship.
- On Sunday morning, please assign someone to greet the guest preacher when they arrive, answer questions and assist with any last-minute preparations. (microphone check, a place to robe, a safe place to their leave their things during worship, a glass of water, etc.)
- Ask the lay leader to come at least 30 minutes early to coordinate final worship details with the guest preacher.
- Following worship, it is gracious to send a thank-you note and incorporate comments heard from congregation members. It is helpful for the preacher in assessing their own preaching to have this feedback.

Adapted from the *Commission on Ministry (COM) of the Olympia Presbytery PCUSA*