

**Presbytery of Susquehanna Valley**  
**Guidelines for Obtaining a Commissioned Lay Preacher for Pulpit Supply**

A Commissioned Lay Preacher approved for Pulpit Supply will have successfully completed both the course and the examination given by the Committee on Lay Preaching of the Presbytery of Susquehanna Valley. Commissioning is by the Presbytery for a period of up to three years. Recommissioning is permitted for subsequent three-year terms, but prior to each new term, a lay preacher must have completed a prescribed course in continuing education and have been re-evaluated for his or her ability to plan and lead worship, including preaching. *Lay Preachers whose terms have expired without recommissioning are no longer eligible for pulpit supply in the Presbytery.*

The Commissioned Lay Preacher shall work under the supervision of the Presbytery of Susquehanna Valley through the moderator of the session of the church being served. Commissioned Lay Preachers shall have unlimited pulpit supply preaching in the Presbytery of Susquehanna Valley provided that an individual preach no more than **six times per year in any one church** (effective January 1, 2006). Exceptions to this limit should be requested by the church from the Committee on Lay Preaching well in advance and be accompanied by an explanation of the need for the exception.

To obtain a Commissioned Lay Preacher approved for pulpit supply, please use the following procedure:

1. Consult the up-to-date, approved list of Commissioned Lay Preachers and contact information available on the Presbytery of Susquehanna Valley web site.
2. Make arrangements with a person on the list.
3. Inform the COM liaison person of the name of the person who has agreed to supply the pulpit, and for what date.
4. Be sure that the name of the supply preacher and the date of preaching are recorded in Session Minutes.

The minimum honorarium has been set (effective 1/1/2009 (old rate \$75 set in 2001) at:  
\$100.00 for one service,  
\$125.00 for two services at yoked churches,  
plus mileage at the IRS rate per mile.

**THE CHECK SHOULD BE GIVEN TO THE PREACHER ON THE DAY OF PREACHING.**