***Guidelines for Churches & Preachers Regarding Classical Preaching Appointments:***

This is to remind everyone of the ground rules in the matter of classically arranged pulpit supply. Theologically it is a matter of churches helping each other, not a matter of pastors helping churches. The details are thus always to be negotiated between the churches assigned and those receiving the help. ***The basic obligation is not negotiable.***

**A church is eligible if**
 a) they don’t have a paid ordained pastor on staff to cover at least 3 Sundays per month **AND**;
 b) if they are in the process of searching for a pastor to call **OR**;
 c) are in the process of preparing for such a process.

Any church wishing to ask Classis for pulpit supply help, to **contact the Stated Clerk by October 15** (for help January through May) **and by May 15** (for help September through December). Pulpit supply is provided under this policy once per month except in June, July or August. A schedule will be produced early in November and early in June each year.

There is no negotiation with the Stated Clerk (SC) about schedules. The SC will not rearrange any schedules or keep any unique schedules in mind. **If a vacant church and/or a supplying church wish a different date in a certain month, for example, that is up to them to make the arrangements.**

**A church does not have to supply one specific pastor;** for example a retired pastor might be sent on behalf of the church that is required to send one, or a second staff position could be sent, **so long as the person that is sent is ordained**, particularly to assist the vacant church with the sacraments in addition to the preaching.

Financially, **the receiving congregation sends two cheques: One to the church** from which the pastor came so that the congregation which supplied the pastor can itself procure the services of some other pastor or exhorter as desired (**$150 per service** is the standard set by Classis); The **second cheque to the visiting preacher for travel costs** at classically approved rates for mileage, currently **$0.55 per kilometre** (tax-free amount allowed by Canada Revenue Agency). Exceptions to the above amounts need to be negotiated between the two churches.

**A vacant church that normally has two services per Sunday may expect that the supplying church will provide for both services**, even if their pastor normally only preaches once per Sunday.

May you be blessed through this ministry.