

Checklist for Filling the Pulpit in the Huntingdon Presbytery!

This checklist is a general reminder of key steps to accomplish (✓) in the process of using pulpit supply **not** on our APS list:

1. _____ If the person has been approved by the session to speak for one Sunday only, nothing more needs to be done
2. _____ If the person is being asked to fill the pulpit for 1-2 Sundays per month, the following must be done:
 - a. _____ Contact the moderator of the church for any information about the arrangement
 - b. _____ Get contact information of the candidate
 - c. _____ Ask what denomination the candidate is a member of. Ask for the name of the governing body of membership and what their status is (lay preacher, Minister of Word and Sacrament, etc.)
 - d. _____ If not PC(USA), GP will contact the ~~leader of that denomination~~ governing body of membership. If not a member of a denomination, ask for congregation of membership and ask for permission to contact the minister of their church for a reference.
 - i. _____ Is the candidate a member in good standing?
 - ii. _____ Does the candidate have permission to serve our churches?
 - iii. _____ If Methodist, GP will contact the District Superintendent
 1. _____ If a Methodist minister, contact their Bishop to see if they can serve Holy Communion in our church
 2. _____ If a Methodist lay pastor, they cannot serve Communion in our church
 - iv. _____ Other, GP will contact the minister of their church
3. _____ GP will ask stated clerk to send the candidate information on clearances required and send the candidate a copy of our Sexual Conduct Policy and Presbyterian or Non-Presbyterian Sexual Conduct Signoff. GP will contact the candidate and ask them to send clearances and signoff to our clerk, Ginny Rainey: vfrailey.sc@gmail.com
 - a. _____ If clearances are > five years old, they must get new ones
 - b. _____ If need new ones, see directions on Huntingdon Presbytery website
 - c. _____ Agreement to abide by our Sexual Conduct Policy and to authorize COM to speak to candidate's Governing Body of Membership must be signed and returned to stated clerk.
4. _____ Two people from COM (two COM members or the GP and a COM member) should meet with the candidate for an interview:
 - a. What brought you to this church?
 - b. What is your religious background? What theological training have you had?
 - c. When did you feel called to preach?
 - d. What resources do you use to plan and conduct a service? What order of worship do you use?
 - e. How long do you plan to serve in this church?
 - f. How can the presbytery help you in your service to this church?
 - g. If the candidate wishes to officiate at the Lord's Supper, What is your understanding of the Sacrament?

- h. What is your understanding of Reformed theology and practice?
 - i. During the interview, the interview team should discuss authorizations and limitations on the candidate if placed on APS. Candidate should be asked Can/Will you abide by our polity while serving our churches? Any questions they have about our polity?
 - j. ____ If candidate is not an ordained minister, but plans to fill the pulpit in the one church or others in the presbytery for more than two Sundays a month, they must enroll in the Certified Lay Preacher program
 - i. ____ CLP packet and application are on the Huntingdon Presbytery website
 - ii. ____ Contact Susan Ferguson, administrative assistant, for schedule of CLP classes
 - k. ____ If candidate is an ordained minister who plans to fill the pulpit in the one church or others in the presbytery for more than two Sundays a month, COM may recommend or require that the candidate take the Worship & Sacraments class in our Certified Lay Preacher program.
5. ____ Interviewers report back to COM at the next meeting. COM votes on whether or not to place the candidate on the APS. If approved, COM informs Administrative Assistant of the name, contact information and general availability.
6. ____ GP checks in with moderator of the church quarterly to see how the arrangement is going.
- a. ____ Candidate must be following the Directory for Worship in the Book of Order