

**PULPIT SUPPLY VOUCHER**  
**Upper Ohio Valley Presbytery**

Submit this voucher to the church treasurer or other person responsible for compensating a visiting preacher.

If full compensation is not provided on the Sunday in question,  
please mail the balance to the preacher at the address shown below.

Note: Preaching honorariums are considered by the IRS as regular income, reportable on a person's annual income tax return. If a person receives more than \$600 from one source, that source (church) is expected to obtain the person's Social Security number (see IRS Form W-9) and file a 1099-MISC for that tax year.

Date \_\_\_\_\_ Church \_\_\_\_\_

Name of preacher \_\_\_\_\_

Preacher's address \_\_\_\_\_

Number of miles from preacher's home to the church (one way) \_\_\_\_\_

Total miles driven by preacher (round trip) \_\_\_\_\_

Number of worship services at which pastor preached and led worship \_\_\_\_\_

Honorarium and mileage due to preacher.

Honorarium	_____	(see chart below)
Mileage	_____	(@ IRS rate \$.575)
Total	_____	

**2020 Preaching Fees**

	<b>Single:</b>	<b>Yoked: (divided between the two churches)</b>
Ordained Ministers	\$105	\$130
Seminary Students	\$95	\$115
Ruling Elders	\$95	\$115

Plus travel expenses @ IRS rate \$.575.

Our Pulpit Supply List can be found on the presbytery's web site: [www.uovpresby.org](http://www.uovpresby.org).

**Pulpit Supply Policy**

Note: See the Committee on Ministry Manual, Section IV: Temporary Pastoral Relationships, sub-section C, for the complete policy.

The presbytery is responsible for approving all persons who preach in the pulpits of the congregations of the presbytery, including those who serve as temporary supply (pulpit supply) preachers. The Committee on Ministry shall provide a list of persons who are minister members of presbytery, have been authorized to preach, or have been trained and commissioned by the presbytery to supply vacant pulpits. While Presbyterian ruling elders as well as pastors of other denominations may be available and willing to preach, they must first be authorized to do so by the presbytery. In an emergency situation where a previously authorized preacher is not able to serve on a given Sunday due to health, weather, or other emergency circumstances, a ruling elder of that congregation may lead worship and deliver a message or sermon without prior authorization and for that Sunday only.

Sessions, or those persons designated by sessions to secure the services of a temporary supply preacher, are free to contact any person listed on the presbytery's current Pulpit Supply List. Note that not all those listed are authorized to celebrate the Lord's Supper. Persons not listed on the Pulpit Supply List shall not preach or lead worship except as provided in this policy. Any person listed on the Pulpit Supply List is authorized to preach in any congregation as often as needed. No person shall preach more than six (6) times a year without consultation with Committee on Ministry for authorization.

The Committee on Ministry will not authorize pastors of denominations which are widely divergent from Presbyterian and Reformed traditions.

The honorarium for temporary supply (pulpit supply) preaching should be that recommended by the presbytery, together with payment for travel expenses (mileage).

If the session desires that person preach on a regular long term basis, it first must contact the Committee on Ministry to arrange for a Temporary Pastoral Relationship Contract. The contract shall include a description of duties and reference to the amount of time required for service. No contract will extend beyond one year. Before renewal of the Temporary Pastoral Relationship Contract, the Committee on Ministry (COM) shall review the work relationship, goals, and salary. Committee on Ministry (COM) approval is required for renewal.