

## **Living Skies Regional Council**

### **Pulpit Supply Policy**

Living Skies Regional Council is responsible for keeping and sharing with Communities of Faith, a list of individuals who are approved as accountable to the Regional Council to provide pulpit supply services for communities of faith. This includes: active ministry personnel; retired Ordained, Commissioned, and Designated Lay Ministers who are in good standing and in compliance with United Church requirements for mandatory trainings and police record checks and are endorsed as available for pulpit supply; and those who have been licensed as Licensed Lay Worship Leaders (LLWL). It also includes candidates for ministry in Living Skies Regional Council who have been approved by the Prairie Candidacy Board to enter the candidacy pathway to ministry. These candidates for ministry are also in compliance with United Church requirements for mandatory trainings and police record checks.

Pulpit supply is not intended to be an ongoing approach to sustaining ministry; it is meant to cover only one or two Sundays or weekends at a time.<sup>1</sup> This guideline is particularly relevant for communities of faith using visiting ministry personnel as defined above. If one individual is covering more than one or two Sundays or weekends at a time, it is recommended that the community of faith contact the Pastoral Relations Minister to determine whether an appointment would be more appropriate.

#### **Guidelines for Licensed Lay Worship Leaders**

In many contexts within Living Skies Regional Council, Licensed Lay Worship Leaders are providing significant worship leadership, a practice which is strongly supported by the Pastoral Relations Commission of the Regional Council. Licensed Lay Worship Leaders are subject to the policy of the Living Skies Regional Council [found here](#), which includes recommendations for remuneration and number of services in a particular context. If the service(s) is cancelled due to weather, it is expected that the fee would be offered for the work completed; travel and meal costs would not be included.

#### **Remuneration for Visiting Ministry Personnel**

Communities of Faith are expected to cover travel and meal costs, and are required to pay the rate for visiting ministry personnel as updated annually in the [Minimum Salaries document](#). This covers a full working day, or any portion thereof, and is not linked to any specific number of hours served. The parties may negotiate a higher daily amount but cannot negotiate a lower amount. When leading worship on a multi-point community of faith, it is intended that anyone leading worship would receive above the minimum rate for one Sunday, but not necessarily the full rate for each worship service. Similar to the recommendation above for LLWLs, if the service(s) is cancelled due to weather, it is expected that the fee would be offered for the work completed; travel and meal costs would not be included.

#### **Pulpit Supply by Non-United Church of Canada Lay Leaders or Ministry Personnel**

Occasional pulpit supply may be provided by lay leaders or ministry personnel who are not members of The United Church of Canada. This policy does not apply to community of faith members providing pulpit supply in their own Shared Ecumenical Ministry. Communities of Faith are expected to cover travel and meal costs, and are encouraged to offer an appropriate honourarium, similar to the conditions listed above.

Members of another denomination, whether lay or ministry personnel, may lead services not more than four (4) times in a calendar year in one Community of Faith within the Living Skies Regional Council. A

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<sup>1</sup> Further detail regarding visiting ministry personnel recommendations may be found in the Minimum Salaries document [found here](#).

lay person from another denomination who wishes to lead worship more than 4 times in one community of faith in a calendar year is encouraged to enroll in the Licensed Lay Worship Leaders' Program of The United Church of Canada. Ministry personnel from another denomination who wish to lead worship more than 4 times in one Community of Faith in a calendar year are required to contact the Pastoral Relations Minister of Living Skies Regional Council for information on appropriate procedures. Both lay leaders and ministry personnel are required to be in good standing within their denomination; this status must be confirmed by the community of faith prior to engaging in a pulpit supply arrangement.

For their own awareness and protection, worship leaders from other denominations are strongly encouraged to review the current [Sexual Misconduct Policy](#) of The United Church of Canada.

### **End of Life Services of Worship**

This policy does not speak to the leadership of end of life services of Worship. Oversight of end of life practices related to a Community of Faith (including those who provide leadership) remains the responsibility of the Governing Body of the Pastoral Charge. (*The Manual*, 2023 Section B.7.4.1).