

Appendix 2

Guidelines for Supply Clergy ***Episcopal Diocese of Kentucky*** **(Revised 03/01/07)**

The ministry of supply clergy is an important pastoral ministry in the life of the Diocese of Kentucky. Supply clergy are called upon to lead worship, to preach and celebrate, and to offer continuity for the life of the parishes they serve. The diocese expects a level of excellence of service from supply clergy equal to the work of our residential priests. Accordingly, the relationship between supply clergy and parishes will be conducted according to the following guidelines.

1. Minimum fees for services on Sundays and special weekday services (such as Thanksgiving, Ash Wednesday, Maundy Thursday, Good Friday, etc.) are \$125.00 for one service and \$50.00 for each additional service.

2. Minimum fees for regular midweek services are \$100.00 for one service and \$50.00 for each additional service.

3. Supply clergy will be reimbursed for mileage at the current allowable IRS rate.

4. When possible, supply clergy will be provided with the following information either verbally or in writing in advance of the date of the service:

- * Detailed directions to the parish
- * When and by whom the building will be opened and closed
- * Person in charge of heating/cooling and audio controls
- * Person in charge of ushers, readers, and acolytes
- * Liturgical details (Gospel procession, offertory, announcements)
- * Names of organist, acolytes, lay readers, and chalice bearers
- * Any pastoral concerns or other pertinent information
- * Names and telephone numbers of the Wardens

5. Guest accommodations and meals for those traveling great distances are a matter of Christian hospitality.

6. Supply clergy are not expected to make pastoral calls or hospital visits, unless agreement has been reached in advance, or in the case of an emergency.

7. A knowledgeable person should be assigned to guide supply clergy throughout their time at the parish and oversee hospitality.