****

**OCCASIONAL PULPIT SUPPLY**

**Guidelines for Churches**

Thank you for your interest in having a seminary student provide occasional pulpit supply for your congregation. This is an excellent opportunity for our students as they hone and develop skills for pastoral leadership.

Our office should be given, if possible, four to six weeks’ notice in advance of the date that pulpit supply is needed. Occasionally students are available for last-minute assignments, but this cannot be guaranteed. We try our best to fill every pulpit supply vacancy and will notify you as soon as a date is filled with the student’s name, contact information and a short bio. Once the congregation has been notified of the student assignment, *the congregation* is responsible for connecting directly with the student about what is needed.

Students *volunteer* for preaching assignments. Churches in the program will hear seminarians of different genders and various ethnic and denominational backgrounds. By enrolling in the program, you agree to accept any student in your pulpit regardless of race, sex, sexual orientation, age, or denomination.

Please do not make special arrangements for the student to return to preach a second time without first speaking with Penny Baker in the OMFAS office.

If for some reason the assignments must be cancelled, please notify Penny Baker as well as the student. If the cancellation is within a week of the date to fill your pulpit, please pay the honorarium to the student. Students will have prepared a sermon and need to be compensated for the time they took from studies, work, and home life to prepare the sermon.

Churches agree to compensate students with an honorarium of at least $100 *plus* travel expenses at IRS rates. If the church is over 150 miles from Austin, overnight housing and meals would be appropriate to offer the student.

We encourage your feedback about the students’ leadership in worship. It is useful to the student and gives the church a share in the educational process. You may provide this feedback to our office by connecting with Penny Baker by email.

If you have any questions please contact Penny Baker, Program Coordinator, who coordinates the OPS program. Penny may be reached at 512-404-4880 or pbaker@austinseminary.edu.

Thank you for considering this program for our students.