

***University of Dubuque Theological Seminary***  
**Pulpit Supply Program**

**What information do I need to give when requesting a preacher/speaker?**

We need to know:

- Your name
- Date(s) for pulpit supply
- Name of the church
- Phone number
- Contact person (mailing address and phone number included, email information of church and or pastor is helpful)
- Who to send bulletin information to (email information is helpful).
- Date the bulletin information is needed
- Title of the hymnal used
- Time of service
- Distance and travel time from Dubuque
- Directions and/or map to get to the church (Please note any road construction or detours.)

A form for furnishing this information is available from the Field Education Office or can be downloaded. Including a map would be helpful for the students to assist them in locating the church.

**Are there distance considerations?**

Most students and faculty prefer that travel time from Dubuque be under two hours. On occasion we can help with other long distance arrangements, such as providing a UDTs spokesperson for Seminary Sunday.

**How far in advance should I make a request?**

The sooner the request comes in to our office the better. We prefer at least two weeks notice. This allows sufficient time to find a student and for him or her to prepare the sermon and worship service. However, we do realize that there are unforeseen emergencies and you may not be able to request pulpit supply until a few days before the Sunday you need it. We will try our best to help you. It is difficult to find a student do worship services on short notice due to the necessary preparation time and prior commitments. Please understand that we will do our best, but there may be times when we cannot provide a worship leader for you on a given Sunday.

**How will I know who the leader will be?**

We will notify you via mail, phone or email giving you their name and phone number. If the student has not contacted you by the Thursday morning before the service, please try to call them directly. If you are unable to reach them, please let us know.

**Occasionally we need an ordained pastor to administer sacraments?**

We have a number of ordained ministers available, including faculty and retired faculty.

## **What is remuneration? (Effective January 1, 2009)**

*\$ 75.00 honorarium for one service + mileage*

*\$ 40.00 honorarium for each additional service that same day*

*\$0.55 a mile travel expenses round trip.*

*\$ 100.00 honorarium for faculty + mileage*

The above are suggested *minimum* honorariums. We understand that some churches may not be able to meet this standard while other churches can exceed it. Our desire is to serve the churches, and we trust that reasonable compensation will be provided. **If you congregation cannot meet these minimum standards, please indicate what you can offer when you call with your request for a preacher.** Also, it is most helpful if the check is given to the student after the service.

## **What if we need to cancel a pulpit supply invitation?**

If you need to cancel, please call both the speaker and the seminary office 7 days in advance. If the cancellation notice is less than 7 days, we would ask you to consider sending the speaker a \$25.00 courtesy stipend. This will help compensate for their preparation time and missed opportunity for serving elsewhere.

## **Our church is currently without a full-time pastor. Can we request that the same pulpit supply person do the services until a full-time pastor is hired?**

The Pulpit Supply program is designed to give students experience and to help meet temporary needs, such as when the regular pastor is out of town, sick, or otherwise unable to conduct services. For long-term needs we recommend hiring a student pastor. This requires a selection process open to all interested students. We will gladly advertise the position, arrange a time and place for the interview, and host the interview on our campus. The person to contact is Rev. Hal Murry at (563) 589-3115.

## **We need a speaker for a retreat of special mission event.**

We have a number of people with different special areas of expertise or experience. Please call the Field Education Office; we will probably be able to march a faculty member to your subject/interest. Of note, most of the faculty book speaking engagements up to two years in advance.

## **For further information . . .**

We hope this information has been helpful. Please let us know how we can better serve you. Should you have any questions please contact the Field Education Office, UDTTS 2000 University Avenue, Dubuque, IA 52001 or phone (563)589-3105, 589-3114 or email at [placement@dbq.edu](mailto:placement@dbq.edu).

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