

**CLASSIS BCNW  
CLASSICAL APPOINTMENT PULPIT SUPPLY**

**January 2019**

**DATES:**                      **Duncan CRC**

January 13                      Rev. Andrew Turkstra  
January 27                      Rev. Albert Wu

No pulpit supply needed after this date as Duncan CRC will be installing  
Rev. Kevin VanderVeen on February 3, 2019.

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**Notes:**

- This pulpit supply schedule falls on the 2<sup>nd</sup> & 4<sup>th</sup> Sundays of each month (instead of the usual 1<sup>st</sup> & 3<sup>rd</sup>) because three of the five months have a holiday on the 3<sup>rd</sup> Sunday or Monday.
- Pastors / Preachers / Chaplains assigned to pulpit supply outside their geographic areas are advised to consult the guidelines below for information on travel costs and reimbursements. If assistance in travel arrangements is desired, please contact the stated clerk who can help make arrangements through a local travel agency.

**CLASSIS BCNW**  
**Classical Appointment Guidelines.**  
**Revised October 2012**

**Definition:** Classical appointments are preaching assignments given by Classis via the CMC/Stated Clerk at the request of a vacant church (a CRC church without an ordained pastor). These are obligations to which the churches of Classis have covenanted together, so our churches are obligated to lend their minister to fulfill these assignments when made by Classis.

**Guidelines:**

- 1] To receive classical appointments a vacant church must request them from the stated clerk.
- 2] The stated clerk will prepare a schedule and send it to the churches and ministers involved.
- 3] Assignments are normally for the 1st and 3rd Sundays of the months January to May and September to December. No assignments will be made for the months of June thru August. In case of special services such as Thanksgiving, Easter, Christmas or any of the long stat weekends, than pulpit supply would be assigned for the following Sunday.
- 4] If the churches and/or ministers desire to make changes in the schedule, they are expected to work them out between themselves and inform the stated clerk.
- 5] A vacant church is obligated to pay the amount per service set by Classis to the church lending its minister. (\$125.00 per service). Note: In the case of a preacher without a church, the vacant church will pay the preacher directly. (*see #4 below*)
- 6] In addition the vacant church must pay the minister for his/her traveling expenses. Classis will reimburse the vacant church 50% of the traveling expenses. (*see #2 below*)
- 7] Lodging and meals for the minister, if needed, are the responsibility of the vacant church if the minister accepts what the church provides. Otherwise he/she pays for it him/herself.

**Reimbursements**

- 1] Vacant churches shall reimburse visiting ministers directly for their travel cost.
- 2] Classis will reimburse the vacant church 50% of the traveling expenses from the classical expense fund upon receipt of travelling documents.
- 3] Lodging and meals, if needed, is not included in the travel cost, but to be supplied by the vacant church.
- 4] The vacant church shall reimburse the church of the visiting minister \$125.00 per service as set by classis. In case the pastor assigned does not have a home church, (i.e. staff ministers, chaplains, commissioned pastors, candidates, retired pastors, youth pastors, seminary students, persons holding licensures to exhort, un-ordained ministry staff, other gifted individuals etc.) the payment of \$125.00 will go directly to the pastor/person assigned.

**Note 1: Lodging**

It has been customary that the pastor is put up by a family of the congregation. If the pastor does not like this arrangement he needs to discuss that with the church and see what other arrangement can be made. But this is not to be included in the travel cost and cannot be claimed from the Classical Expense Fund.

**Note 2: 2<sup>nd</sup> Service**

If the hosting church normally has two services, arrangements must be made with the visiting pastor to see if he/she can do the second service. In case of the northern churches, please keep in mind that the 2<sup>nd</sup> service times may have to be altered so that the visiting pastor can make Sunday evening flights back to the lower mainland.

**Note 3: Pastors / Preachers**

Ordinarily, Classis will assign an ordained pastor for the 1st Sunday of the month. The Classical appointment for the 3rd Sunday maybe filled with either an ordained pastor or else another preacher (i.e. commissioned pastor, seminary student, chaplain etc.).