

**GUIDELINES FOR CONGREGATIONS USING SUPPLY MINISTERS (Deacons and Pastors)
Northeastern Pennsylvania Synod - ELCA**

1. **SEND A WORSHIP BULLETIN** showing the order of worship for the supply Sunday *seven to ten days before the day of the service*. Print the name, location and job responsibility of the supply minister in the Sunday bulletin for the date of his/her appearance with you. Your supply minister may request an electronic copy (pdf preferred) emailed to them as well. If you are accustomed to verbal announcements from the congregation, it would be courteous to extend a welcome to the supply minister. It is also helpful to print the name of the next supply minister in the bulletin.
2. Make sure that there is someone to **MEET AND WELCOME** the supply minister at the door. This person should take the supply minister to the office and make sure that he/she has a copy of the bulletin and service book to be used that day.
3. Someone (*the organist, a member of the worship and music committee or a member of the church council*) should **GO OVER THE SERVICE** with the supply minister and write out any announcements that they wish the supply minister to make.
4. The supply minister should **RECEIVE A CHECK** on the Sunday of his/her appearance with you. For your information the guidelines for payments for supply ministers follow.

*How much should we pay a supply minister? That question is frequently asked by congregations in transition or when the regular minister is away.
Discussion by the Committee of Deans produced the following:*

"that beginning 03/01/2023, minimum honorarium amounts for supply ministers be set as follows:

One worship service, no less than \$175;
Two worship services, no less than \$225;
Three worship services, no less than \$250;
*an additional \$50 for multiple point charges;
an additional \$50 for leading an adult forum or Sunday School class;
an additional \$75 if one of the services is on a day other than Sunday; (Saturday evenings, Ash Wednesday, Maundy Thursday, Good Friday, etc.)*

and that mileage reimbursement (at the IRS rate) be provided in addition to the honorarium."

****NOTE: These guidelines apply equally to all rostered ministers, both deacons and pastors****

5. **A WORD ABOUT CANCELLATIONS** - It is extremely important that you notify your supply minister and the supply coordinator when there is a cancellation. *If canceling a minister one week or less, it is the congregation's full responsibility to notify the minister of the cancellation.* Any cancellations over a week can potentially allow the minister to be relocated, but not guaranteed. Please be fair to your supply minister if you choose to cancel his/her appearance for a particular Sunday. We value our supply ministers and want to make sure their time and talents are used accordingly.

****When congregations inadvertently make arrangements for more than one individual to serve as pulpit supplies for the same worship service, the congregation will provide compensation for each supply who arrives expecting to preach and conduct worship****

INCLEMENT WEATHER CANCELLATION - The goal is to honor the preparations of those who serve as pulpit supplies without placing an unnecessary burden on congregations. If worship is cancelled within 48 hours due to inclement weather, the expectation is that the pulpit supply will be compensated fully, minus the mileage reimbursement.

6. Supply ministers are assigned on a monthly basis by **Mrs. Stacey Burke** at the Lutheran Center (610-266-5101 ext. 10). Any change in your supply needs should be made by contacting her as soon as possible. Weekend **emergencies** related to ministerial coverage for a service should be referred to:

Pastor Rachael Dietz (610-266-5101 ext. 13)

If the above is not available, contact the Associate of the Bishop for your Mission District or Bishop Christopher deForest