

**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 visit 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 visit 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*

**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. Once the supply schedule is released, the congregation will be responsible for all communications with the supply minister including changes or cancellations. Payment will be due to the minister if cancellation is less than two weeks prior to commitment.

*\*\*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. Any change in your supply needs to be communicated by the 15<sup>th</sup> of each month, six weeks prior to the month's request (ex. August 15th for the month of October). Any requests following the deadline dates will not be accepted.