

**GUIDELINES FOR CONGREGATIONS USING SUPPLY PASTORS  
Northeastern Pennsylvania Synod - ELCA**

1. Send a **worship bulletin** or facsimile 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 pastor in the Sunday bulletin for the date of his/her appearance with you. If you are accustomed to verbal announcements from the congregation, it would be courteous to extend a welcome to the supply pastor. It is also helpful to print the name of the next supply pastor in the bulletin.
2. Make sure that there is someone **to meet and welcome** the supply pastor at the door. This person should take the supply pastor 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 pastor and write out any announcements that they wish the supply pastor to make.
4. The supply pastor should **receive a check** on the Sunday of his/her appearance with you. For your information the guidelines for payments for supply pastors follow.

How much should we pay a supply pastor? That question is frequently asked by congregations in transition or when the regular pastor is away. Discussion of the subject by the committee of deans produced guidelines that suggest

**"that minimum honorarium amounts for supply pastors be set as follows:  
for one worship service, no less than \$125;  
for two worship services, no less than \$150;  
for three worship services, no less than \$175;  
an additional \$25 for multiple-point charges;  
an additional \$25 for leading an adult forum or Sunday School class;  
an additional \$50 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."**

It was noted that some congregations have been paying more than these minimum amounts and will want to continue to do so. It is hoped that those who have been paying less will consider these guidelines.

5. **A WORD ABOUT CANCELLATIONS** - Please be fair to your supply pastor if you choose to cancel his/her appearance for a particular Sunday. It is extremely important that you notify your supply pastor when there is a cancellation.
6. Supply pastors are assigned on a monthly basis by Mrs. **Mary Perun** at the Wescosville office (610-395-6891). Any change in your supply needs should be made by contacting her as soon as possible. Weekend **emergencies** related to pastoral coverage for a service should be referred to:

Pastor **Catherine Ziel** (610-865-5522), or  
Mrs. **Mary Perun** (610-298-3398), or

if none of the above are available, the Associate of the Bishop for your Mission District or Bishop Samuel Zeiser (610-433-3763).