

GUIDELINES FOR **PASTORAL SERVICES**

DURING A PASTORAL VACANCY or ABSENCE

CENTRAL/SOUTHERN ILLINOIS SYNOD, ELCA

SUPPLY PASTOR

The congregation (usually through the chairperson or the Interim Minister) is responsible for obtaining supply pastors during a pastoral vacancy or absence. A **SUPPLY PASTOR** is described as one who conducts a worship service in a congregation during a pastoral vacancy or absence. Ministers for this purpose may be found on the *Pulpit Supply List* and the *Synodically Authorized Ministers List* or a neighboring pastor may be contacted.

The Committee for Professional and Lay Ministry of the synod has developed reimbursement guidelines for the services of a supply pastor as follows:

\$150 per Sunday/Weekday (add \$50 for each additional service regardless of location), plus mileage at the IRS rate. In cases where food and lodging become necessary, the congregation is also responsible for those expenses. In cases where the congregation having a pastoral vacancy or absence has worship services on Sunday and an additional day of the week (such as Saturday or Thursday) and the supply pastor need only prepare one sermon for both the Sunday and weekday service, reimbursement should be \$150 for the first service and \$50 for each additional service regardless of location, plus mileage.

Example 1: A supply pastor conducts worship on Sunday morning at both churches of a two-point parish. The supply pastor should be given reimbursement of \$200 plus mileage (food and lodging if necessary).

Example 2: A supply pastor conducts worship for a congregation having a Saturday service and two services on Sunday, using the same sermon at all three services. The supply pastor should be given reimbursement of \$250 plus mileage (food and lodging if necessary).

Special circumstances such as a Midweek Lenten/Advent Service where the Supply pastor prepares an additional sermon to the one for Sunday, should be reimbursed at \$150 plus mileage for the additional service.

Example 3: A supply pastor conducts worship for a congregation having a Sunday service and a Wednesday Lenten Service preparing two different sermons, should be reimbursed \$300 plus mileage.