



WHAT SUPPLY PASTORS NEED TO KNOW

1. The date(s) and time(s) of your worship service(s). Are multiple services on Saturday and Sunday or just Sunday.
2. Directions to the church building or buildings if preaching at more than one church (i.e. two-point parish).
3. The name of a host/contact person who will MEET the supply pastor (and spouse) and provide assistance, as needed. (location of restrooms; secure location for personal belongings, glass of water on pulpit, etc.)
4. Any special instructions prior to the worship service (such as, where to vest; where to meet the other service participants, etc.).
5. Any special instructions regarding the worship service (such as, whether or not there is communion; which liturgical setting will be used, whether or not there is a children's sermon, which parts will be led by laity, etc.). You may wish to include a sample copy of a similar bulletin, include the scripture readings for that day.
6. Any special instructions regarding other non-worship functions (such as education classes, fellowship hour, etc.)
7. The amount of honorarium to be paid to the supply pastor plus the current I.R.S. mileage reimbursement rate (you may wish to include the name of the treasurer). If at all possible, the supply pastor should receive a check from the congregation immediately following the last scheduled worship service.
8. You may wish to ask the supply pastor to submit a brief biographical sketch for inclusion in the local newspapers as a means of inviting the wider community to come to the worship service(s) that day.



COVER LETTER To SUPPLY PASTORS

Sample Text:

Dear Pastor:

On behalf of the members of _____ Lutheran Church, we thank you for your willingness to preach at our congregation on Sunday, _____, 201__. Our worship service(s) are (is) at _____ a.m. and _____ a.m. with Sunday School at _____. _____ Lutheran is located at _____.

John Doe will be your host for the day. He will meet you at the church. You may vest in the _____. Normally, the service participants meet in the _____ for prayer 5 minutes prior to each worship service. Please lead them in prayer.

On Sunday, _____, the congregation will celebrate the Eucharist using LBW-WOV-ELW Setting _____. You are responsible for all the Presiding Ministers parts; the Assisting Minister and Lector will be responsible for all other parts. You may chant or speak the service; please let the organist know which you will do. As Presiding Minister, you will distribute the bread; the Assisting Minister and Acolyte will distribute the wine. Please commune the worship assistants first; then the Assisting Minister will give you communion.

Enclosed is a sample copy of the bulletin. The readings for the day will be _____. As you can see, there is also a Children's Sermon, which Jane Smith will give.

The Sunday School meets at _____ a.m. You have no responsibilities at that time, but you are welcome to attend the adult class, which meets in the _____.

At the conclusion of the mornings activities, you will receive a check from our treasurer, Joe Smith, for \$_____ for your services. Mileage is reimbursed at the current I.R.S. rate. Please be sure to tell Joe what your round-trip mileage is.

We would appreciate receiving a brief biographical sketch about you and your ministry at least two weeks prior to the day you are scheduled to preach. We will publicize your arrival in the local newspapers as a means of inviting the wider community to attend our services.

Thanks again for your willingness to come and preach. If you need any further assistance, please do not hesitate to contact me at (____)-____-_____.

Signed by _____
Council President