Pulpit Supply Information

Reimbursement Guidelines

The congregation (usually through the chairperson or the Interim Pastor) 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, the People Available for Synod-Authorized Ministry List, or a neighboring pastor may be contacted.

The Committee for Leadership Support of the synod has developed reimbursement guidelines for the services of a supply pastor as follows:

- $200 per Sunday or weekday
- $100 for each additional service regardless of location
- 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 $200 for the first service and $100 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 $300 plus mileage (food and lodging if necessary).
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> 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 $400 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 $200 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 $400 plus mileage.