

Appendix E

Pulpit Supply

A church shall establish an adequate budget reserve to cover the costs of a substitute for the pastor when required during periods of vacation, study leave, and other absences. The following guidelines should be considered when arranging for substitute worship leadership. A list of available pulpit supply can be found on the Synod website – nglsynod.org, by typing “Pulpit Supply” in the search bar.

Pulpit Supply Expectations

1. It is suggested that either before or during the worship service, a Council member or worship assistant introduce the visiting worship leader.
2. Hospitality in the form of fellowship and/or meals is most appreciated. Guest worship leaders enjoy becoming a part of a church family, if only for a day.
3. A guest preacher is to be reimbursed an honorarium of \$150 plus mileage at the IRS rate. If the guest leads additional services, they shall receive \$50 per additional service. (e.g. for two services, it is \$200 plus mileage). Should an additional service occur on a separate calendar day (e.g. Saturday or Monday evening), additional compensation should be considered.
 - a. It is much appreciated for the congregation to cover the cost of hotel accommodations if an overnight stay is necessary. This is especially true for pastors, or NGLS staff, from out of the immediate area.
4. Mileage should be reimbursed at the current IRS rate.
5. Whenever possible, please pay worship leaders on the day of the worship service(s)
6. If a member of the NGLS Staff provides pulpit supply, these rates still apply. Please make out any check to the “NGLS”. The staff person, most often the Bishop or Assistant, donates this compensation to any NGLS or ELCA ministry.
7. If the Bishop or Assistant is invited to preach on special occasions: Anniversary celebrations, a congregational visit while the pastoral leader is present, etc., then no pulpit supply compensation is expected.
8. These pulpit supply guidelines also apply to visiting Lay preachers.