

New Jersey Synod, ELCA

Compensation Guidelines for Supply Pastors

During a pastoral vacancy or pastoral absence because of vacation, illness, or continuing education, it may become necessary to secure a supply pastor. Pulpit supplies should be contacted well in advance of the date needed and be provided with a copy of the worship bulletin and other pertinent information concerning the service. A member of the congregation familiar with congregational worship practices should be on hand to welcome the supply pastor prior to the service(s).

All supply pastors should be adequately compensated for services rendered to a congregation. This includes an honorarium, travel expenses, overnight accommodations when appropriate, and all tolls.

The recommended honorarium for supply pastors in the New Jersey Synod is as follows:

	Ordained Supply	Non-ordained Supply
One Service	\$225.00	\$200.00
Two Services	\$275.00	\$250.00
Three Services	\$325.00	\$300.00

Travel: - Reimbursement rate per mile (as stated yearly by the IRS)
 - All tolls

The following specific guidelines shall apply when appropriate:

1. If the supply is for more than one congregation normally served by one pastor, the total number of services and commensurate remuneration as outlined above shall apply. Travel between the congregations shall be reimbursed at the given rate.
2. If the supply is for more than one congregation normally served by different pastors, each congregation shall be considered individually with the number of services for each congregation and the commensurate remuneration as outlined above applying.
3. If the supply covers services on more than one day, the total number of services and commensurate remuneration as outlined above shall apply with an **additional \$100** being included in the total honorarium. The provisions of items 1 and 2 above shall apply where appropriate. Travel and tolls shall be reimbursed for all trips.
4. On occasion, the supply pastor is called for additional pastoral services such as an emergency visit to a person in the hospital or to a home in which death may recently have occurred. Under such circumstances, the congregation should provide appropriate additional remuneration beyond the minimum honorarium as outlined above.
5. Supply Pastors, we are thankful for all the ways that you proclaim the gospel throughout our synod. Your preaching and worship leadership are a vital source of support for congregations in a season of transition. Once you are scheduled to provide coverage on a given Sunday, if you find that your circumstances change and you can no longer be there, please reach out directly to the congregation's leadership to let them know. The Supply Coordinator will be unable to process last-minute requests for substitutions.

The Office of the Bishop schedules interim and supply pastors during pastoral vacancies and in the event of an emergency. It continues to be the practice of the synod that congregations served by pastors under call and contractual interim pastors are responsible for obtaining a supply pastor or appropriate coverage during their absence.