

## **NORTHWEST SYNOD OF WISCONSIN SUPPLY GUIDELINES**

### **WORSHIP SUPPLY MINIMUM REMUNERATION:**

\$125 for 1 worship services + Actual Travel Expenses

*(Actual Travel expenses include roundtrip mileage for each trip, lodging if an overnight stay is necessary, and meals. In addition, please consider the amount of preparation and time away from family in your compensation.)*

\$25 for each additional worship service + Actual Travel Expenses

\$35 communion presiding only

### **WEDDINGS AND FUNERALS**

\$125 for each + Actual Travel Expenses paid by the congregation

any honorarium paid by the family should be in addition

**MINIMUM HOURLY RATE** (emergency, pre-marriage preparation, hospital visits, confirmation, etc. Consider the amount of time and preparation involved)

\$20 per hour + Actual Travel Expenses

### **OTHER CONCERNS:**

a. **Mileage** – check the current IRS mileage rate.

If more than 50 miles one way is traveled, consideration in remuneration should be allowed for travel time.

b. **Remuneration** - have it on hand to reimburse one time persons immediately; or by arrangement with congregation/Pastor. Make sure you agree to compensation when securing pulpit supply. It is recommended that you send a letter confirming the dates, expectations and compensation to the pastor ahead of time (see sample below). When contacting a supply pastor, be aware of rates in the synod where the supply pastor is from for example: East Central Wisconsin Synod or St. Paul Synod, etc.

c. **midweek services, care centers, and nursing home services, etc.** – should be negotiated ahead of time

d. **Considerations when there is a Saturday Evening** - If a supply pastor is expected to serve on a Saturday evening and Sunday morning compensation should include mileage for each trip or a hotel room should be provided in addition to meals.

e. **Budget Planning** - Congregations need to include in their annual budget and make plans to secure enough funds to cover pulpit supply for the number of weeks of vacation and continuing education granted to the pastor each year (generally 6 weeks)

SAMPLE LETTER FOR CONFIRMATION OF PULPIT SUPPLY  
from Zion Lutheran Church in Stratford, WI

Dear pastor \_\_\_\_\_,

Thank you for agreeing to provide pulpit fill at *church name* on *date* at *time(s)*. *Name*, a member of our congregation will act as host/hostess that day, will meet you around *time* to pray with you and give the announcements. If you have any questions or concerns on that day you may reach them at this number \_\_\_\_\_. *Include any notes about your congregations customs/expectations such as greeting people before or after worship, etc.*

The host/hostess will turn on the sound system and show you where your microphone is located and how to use it. *Include any notes about others serving in worship for example assisting ministers or readers, etc.*

*You may want to include a note regarding projection if your congregation uses that inviting the pastor to submit a powerpoint to accompany the sermon if they wish and give them the deadline for that submission.*

A bulletin will be sent to you early in the week. *Include any additional notes about the service setting used, which hymnal(s) are used and any other special notes about the service.*

You are welcome to stay for coffee and fellowship following the worship service. Our church treasurer or the host/hostess will give you the honorarium check.

Thank you again for being willing to share with us.

*Name of Church Council/Worship Committee*