



Canadian
Association
of
Lutheran
Congregations

Guidelines for Supply Pastors

CALC
c/o: Grace Lutheran Church
1162 Hudson Road
West Kelowna, BC, V1Z 1J3
250.801.3860
info@calc.ca
www.calc.ca

MINISTRY - SUPPLY PASTORS

By reason of a pastoral vacancy, a parish pastor's vacation or leave of absence, a congregation may require the services of a supply pastor for ministerial acts, which may include, without limitation:

- ❖ preaching;
- ❖ teaching, which include Confirmation and adult Christian Education classes;
- ❖ pastoral visitation and pastoral care;
- ❖ officiating at baptisms, (including meeting with the family/candidate prior to the baptism);
- ❖ officiating at weddings (including premarital classes with the couple);
- ❖ officiating at funerals (including planning for the service);
- ❖ intentional interim ministry; and
- ❖ other pastoral duties as may be requested.

STANDARDS OF CONDUCT

Congregations are free to call upon any pastor they deem proper to minister in their congregations, however, any Supply Pastors retained are required to conduct their ministry in accordance with the standards and expectation of any CALC pastor, and, if on CALC's roster, may be disciplined for breach of those expectations and duties.

BENEFITS AND HONORARIA

Benefits for the position, at least as far as monetary compensation, are up to the congregation requesting the supply pastor to provide pastoral services. The following information is provided as a guidelines for congregations in retaining a supply pastor.

- ❖ If the supply pastor provides supply preaching, he/she should receive an honorarium based on the congregation's custom for compensating supply pastors. If a congregation has no custom for compensating supply preachers, the honorarium could be calculated as follows: (1) one worship service: \$150.00 plus mileage; (2) two worship services: \$200.00 plus mileage. Mileage is calculated at the rate set by the Canada Revenue Agency. Rate for 2019 is 58¢ per kilometre for the first 5,000 kilometres driven and 52¢ per kilometre driven after that. Consult CRA website for applicable mileage.
- ❖ If a supply pastor provides pastoral visitation/care or meets with a family or individual prior to a baptism, the congregation should consider compensating him/her at the rate of between \$25.00-\$35.00 per hour. The hourly rate would commence from the time they leave their home.
- ❖ If the congregation has a set rate and developed a program for pre-marital classes, the supply pastor should follow the program and receive the set rate as compensation. If the congregation has no set rate, the compensation for pre-marital counseling and classes should be determined by the couple and the supply pastor and paid directly by the couple to the pastor emeritus.
- ❖ If a supply pastor provides Christian education, congregation should consider compensating him/her at the rate of between \$25.00-\$35.00 per hour. Compensation for providing Christian Education should include 1.0 hour of preparation time for each hour of teaching.
- ❖ If the congregation has a set rate for their pastor's officiation at wedding services and/or funeral services, the supply pastor should receive that rate plus mileage (as set forth above). If the congregation does not have a rate set for their pastor's officiation at wedding services and/or funeral services, the rate for supply preaching, single service should be used.