

GUIDE FOR CONGREGATIONS REGARDING SUPPLY NEEDS

This guide has been prepared in an effort to assist congregations when a supply person is needed to minister to a congregation.

A local rostered person should be contacted using a list available from the synod office. If no rostered person is available, a lay person may be asked after consultation with the synod office. The need for a supply person that cannot be met locally should be directed to the synod office or Conference Dean.

After a supply person is selected:

1. A congregational contact person is responsible for contacting the supply person as far in advance as possible so that directions to the church and special needs of the congregation can be communicated;
2. Hospitality arrangements should be made in advance for overnight accommodations should it be necessary for the supply person;
3. A bulletin should be sent beforehand so that he/she can be familiar with the order of service;
4. The honorarium should be presented to the supply person immediately following the service;
The following honoraria are established by the Synod Assembly. Congregations in a two-point parish will together be responsible for providing the honorarium.

\$150.00 for one service

\$200.00 for two services

Travel at prevailing IRS business mileage reimbursement rate.

5. If the supply person is asked to do other activities on behalf of the congregation, such as Sunday school, shut-in visitation/communion, Confirmation, etc., he/she should be paid **\$30.00 per hour**.

Rates adopted by 2009 Southwestern Texas Assembly