

APPENDIX H—PULPITSUPPLYSTANDARDS AND INFORMATION

A. WORSHIP SUPPLY MINIMUM REMUNERATION

1. **\$175** 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 home in your compensation.

2. **\$50** for Each Additional Worship Service plus Actual Travel Expenses

3. **\$35** Communion Presiding Only

B. WEDDINGS AND FUNERALS

\$150 for Each Wedding or Funeral plus Actual Travel Expenses Paid by the Congregation

Any honorarium paid by the family should be in addition to this cost.

C. MINIMUM HOURLY RATE

\$20 per Hour plus Actual Travel Expenses

In circumstances where the regularly called pastor is on vacation or otherwise unavailable, other pastors can be paid an hourly wage for emergency visits, pre-marriage preparation, hospital visits, confirmation, etc.. Consider the amount of time and preparation involved.

D. OTHER CONSIDERATIONS

1. Mileage

Use the current mileage rate established by the Internal Revenue Service. For the current rate, type "mileage" into the search bar at www.irs.gov. If more than 50 miles one way is traveled, consideration in remuneration should be allowed for travel time

2. Remuneration

Have the check on hand to reimburse one time persons immediately, or by arrangement with congregation and 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. 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.

3. Other Worship Services

Be sure to negotiate ahead of time for midweek services, care centers, and nursing home services, etc.

4. Overnight Remuneration

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.

5. 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)