

## Guidelines Regarding Sunday Supply Ministry

Sunday Supply ministry is an essential gift to the Church. Sometimes it allows priests-in-charge to have time off for vacation, education or emergencies. Sometimes it allows a congregation to have the Eucharist for a time when they are without a priest-in-charge. Supply ministry is essential to the life of the Church and should not be taken lightly. To this end, the following are guidelines for supply clergy in the Diocese of Western Louisiana.

1. This is the congregation's normal form of praise and worship. Please do not make changes to their usual liturgy. Ask questions about what is normal practice and try to fit in as best as possible. Sometimes local liturgical quirks are not your style, but please try to accommodate the congregation. Also, please do not make judgmental comments regarding these quirks. Lutheran Clergy who are celebrating in an Episcopal Church: Please review the Episcopal liturgy carefully before you arrive. If you have questions regarding this liturgy, please contact the Transitions Consultant (the Very Rev. Ronald Clingenpeel, 314-249-5908)
2. Ask lots of questions: This helps in understanding the local traditions and practices.
3. Remember, they don't get to hear you preach regularly, so be careful of references that are beyond their experience. Take time in preparing the sermon and, as much as possible, gear it to the local congregation.
4. Please participate fully in the socials of the morning – coffee hour and/or meals. This allows the congregation to get to know you and you to know them.
5. You may get asked to make a pastoral call. Sometimes these are appropriate – someone who just went into the hospital or who has suddenly been confined at home. But, sometimes, it is inappropriate to make a pastoral call – a long-term shut in or someone who has a “concern” about the parish. In the latter, please do not agree to meet with these folks. Encourage them to talk directly to the priest-in-charge or the Senior Warden. Do not allow yourself to get triangled into parish concerns, controversies, or conflicts. If someone says they are not getting satisfaction from conversations with the priest or warden, that is not your concern, so please encourage them to talk further with these leaders.
6. Questions of administration: Sometimes, in some places that have been without a priest for a while, you might get a question regarding administrative issues. Once again, you have no authority in the congregation, so please ask them to contact the Transitions Consultant (The Very Rev. Ronald Clingenpeel, 314-249-5908) or the Canon for Congregational Vitality (The Rev. Canon William Bryant, 318-446-0127). These priests will be happy to address the issues or concerns. Please do not attend congregational meetings such as Vestry, or program committees.
7. If you are asked to teach an adult class, ask lots of questions so you can understand the normal teaching mode, style, context and content.
8. If you observe behavior or actions that raise concerns or issues with you, please share those with the priest-in-charge. If there is none, contact the Transitions Consultant or the Canon for Congregational Vitality. Your observations are important.

You should receive compensation for the number of services and classes you lead, as well as travel expenses – to include, but are not limited to: mileage, overnight accommodations, and meals.

Compensation:

Reimbursement for this ministry is as follows:

1 Sunday Service \$150  
2 Sunday Services \$200  
3 Sunday Services \$275

Weekdays per service \$ 75

Mileage: Current IRS rate is \$0.56 per mile but changes yearly.

If overnight accommodations are required, a reasonable hotel/motel shall be provided and any necessary meals.