

## 2024 GUIDELINES FOR HOSTING SUPPLY WORSHIP LEADERS

ALLEGHENY SYNOD, ELCA

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### BEFORE THE SUPPLY WORSHIP LEADER IS PRESENT FOR SERVICE(S),

1. The congregational contact person and/or supply leader are asked to make telephone contact with one another to verify their presence.
2. The congregational contact person is asked to:
  - Discuss special activities (baptisms, confirmations, special liturgies or celebrations, a children's time, etc.)
  - Provide information about street directions, parking, how to enter the church building, etc.
  - Mail a completed, or similar, bulletin to the supply worship leader
    - NOTE: It is helpful to include supplemental material, such as Celebrates, special liturgies, etc.
  - Confirm the supply worship leader's presence several days beforehand.
  - Obtain a brief biographical sketch about the supply worship leader for the bulletin and/or newsletter,
  - Arrange for overnight accommodations, if necessary.

### WHEN THE SUPPLY WORSHIP LEADER ARRIVES FOR WORSHIP,

1. An informed member is asked to:
  - Show the supply worship leader the worship space, where to vest, a bathroom, etc.
  - Give copies of the bulletin, the prayer list, announcements, and other pertinent information to the supply worship leader.
  - Describe the roles of congregational worship leaders (acolytes, lectors, assisting ministers, communion assistants, etc.).
  - Introduce the supply worship leader to the musician to talk about processions, intoning, choir involvement, etc.
  - Discuss matters such as the reception of offerings, distribution of Holy Communion, greeting the congregation, etc.

**\*\*Because worship practices vary from congregation to congregation,  
please discuss the above with the supply worship leader.\*\***

### WHEN THE WORSHIP IS COMPLETE, the honorarium is given.

The 2023 Synod Assembly approved the following amounts for 2024 Sunday Supply honorariums: (Congregations who share a supply worship leader will be responsible for providing the honorarium together.)

\$135.00 for one service a day.

\$ 50.00 for each additional service on the same day.

Note: If services are on two days, i.e. one Saturday, one Sunday, then the compensation would be \$250.00.

**And, mileage reimbursement is at the current year IRS Standards. Effective January 1, 2024 the rate is .67 cents per mile per round trip.**

*If you need assistance or encounter an emergency situation,  
please contact Janice Hughes at 814-695-9283 or the Synod Office at 814-942-1042.*