



Congregations in a Vacancy Considerations for Pastoral Support

“And he gave the apostles, the prophets, the evangelists, the shepherds and teachers, to equip the saints for the work of ministry, for building up the body of Christ,...”

Ephesians 4:11-12

Duties

The congregation should establish its pastoral needs and describe them in a job description. Carrying out the specific functions of the public ministry is the need, but the task can be defined differently by different people. Clarity regarding expectations is critical. Congregations could choose one, many or all of the following to include in the job description:

- Preaching and the Administration of the Sacraments
- Teaching/Bible Study
- Confirmation
- Counseling
- Shut-in visits
- Hospital visits
- Attending board/committee meetings
- Administrative tasks (Secretarial help provided? Weekly preaching schedule? etc.)
- Other

Communication

A vacancy can be a time of uncertainty and confusion. Proper communication should be maintained (a) within the congregation, (b) to and from the Circuit Visitor and the District President, (c) to and from the vacancy pastor.

Timeframe

When will the vacancy begin and when will it end? How many days per week are expected?

Suggested Guidelines for Remuneration of Pastoral Services

Option1: Payment by percentage of salary (this is the preferred option)

It is recommended that the salary of the person filling the vacancy be determined according to your current policies and guidelines. Simply, what would that individual's salary be if he would be called to the vacated position? If the vacancy worker is assuming 100% of the vacant position's duties, he should be compensated 100%; if 50% then compensated 50%. Mileage should be paid according to IRS guidelines. Vacancy compensation excludes Concordia Plan Services benefits.

Option 2: Payment by Function

These are only minimums. Figures do not include mileage. Travel expenses should be added at current IRS rates.

Leading Worship/Preaching	\$150 for one service
Bible Class	\$50 per session
Teaching Confirmation	\$30 per session
Hospital call	\$25 per visit
Home visit	\$25 per visit
Attending meetings	\$30 per meeting