

**SOUTHEAST MICHIGAN SYNOD  
AVAILABLE PULPIT SUPPLY  
METROPOLITAN DETROIT/SOUTHERN MICHIGAN AREA  
MARCH 2017**

This list is made available for your Sunday Worship and other special occasions. The guideline for paying supply Pr.'s is: **\$200.00 for one and \$250.00 for two Worship Services. An additional service that is not on Sunday will be \$150.00. Effective January 1, 2017** you should also reimburse round trip driving costs at the rate of **53.5 cents per mile per IRS guidelines.**

Those persons with an asterisk (\*) following their name are licensed lay ministers or other categories which require authorization from the Bishop prior to administering the Sacrament. Please be in touch with the Synod office should you arrange to have one of these persons supply when Holy Communion is celebrated.

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**WHEN THE SUPPLY PR./LICENSED LAY MINISTER IS INITIALLY CONTACTED:**

1. It is best to contact the Pr./Licensed Lay Minister at least four to six weeks ahead of the date needed. Two weeks should be the absolute minimum for contacting a supply Pr. /Licensed Lay Minister.
2. Inform the Pr./Licensed Lay Minister of expected responsibilities in the service, such as:
  - a. Baptism/Holy communion
  - b. Any special or different event that is happening in the service, or any special liturgical observance.
  - c. Children's sermon: some Pr.'s/ministers are not comfortable with children's sermons. Ask if the Pr. /Licensed Lay Minister would be willing to do this. If not, line up a lay person who knows the children and would be willing to do the children's sermon.
  - d. The Prayers of the Church are typically the responsibility of the lay/assisting minister. If this is not the case and you don't use Sunday & Seasons or Celebrate, please ask if the supply Pr. /Licensed Lay Minister will do this.
3. Send a copy of the Scripture inserts and sample bulletin at least one week in advance. Most supply Pr.'s/Licensed Lay Ministers work from the Revised Common Lectionary (RCL) as noted in Sunday & Seasons (not ELW).
4. Request information for the Sunday bulletin so that the Pr.'s/Licensed Lay Minister's name is spelled correctly and so you can add information which will introduce your guest.
5. Send clear directions to the church.
6. Clarify with your supply minister whether a letter of license from the Bishop will be needed to preside at Holy Communion.

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**WHEN THE SUPPLY PR./LICENSED LAY MINISTER ARRIVES:**

1. Have a member, who is familiar with church and worship practices; be on hand to meet the supply Pr. /Licensed Lay Minister upon arrival. This person should:
  - a. Arrive 2 hours early as the Pr. /Licensed Lay Minister will most likely arrive early to prepare.
  - b. Acquaint him/her with the church building and the sanctuary.
  - c. Acquaint him/her with sound system and have the wireless microphone ready, if used.
  - d. Go over the service with him/her. Introduce the organist, assisting minister, lay reader, and acolyte(s).
  - e. Inform Pr. /Licensed Lay Minister which lessons, s/he is expected to read.
  - f. Inform Pr. /Licensed Lay Minister if s/he is expected to give announcements and have prepared announcements ready to give to him/her at this time. It is best if the assisting minister or council president does the announcements and introduces the supply Pr. /Licensed Lay Minister so s/he can greet the congregation at the beginning of the service.
2. Have the treasurer or designated person be prepared to give the compensation check to the Pr. /Licensed Lay Minister either before or after the service.