

VACANCY PASTOR

- Provides pastoral services during the pastoral vacancy. As agreed upon with the congregation, he is responsible for the services of worship, visitation and catechism instruction. He normally attends voters' /church council meetings and any other activities that the congregation deems necessary, as available and as determined by mutual agreement with the congregation.
- Specific responsibilities and compensation of the vacancy pastor should be clearly defined by the congregation and agreed to, in writing, by the congregation and the vacancy pastor. *(A sample agreement between a congregation and a vacancy pastor is shown on page 4.)*
- The circuit visitor may be the vacancy pastor, or another area pastor may be chosen.
- A vacancy pastor is almost never to be placed on the congregation's call list, except under extraordinary circumstances, in consultation with the district president.

THE INTENTIONAL INTERIM PASTOR

- An intentional interim pastor is a specially trained pastor designed to help a congregation in an intentional way, for a specific period of time, to address and resolve specific concerns or to help in a transitional period following a special need experienced by the congregation. An intentional interim pastor also performs all the responsibilities of a vacancy pastor and is not to be placed on the congregation's call list. The circuit visitor and office of the president will assist in determining the need and availability of an intentional interim pastor.

THE CONGREGATIONS AND PASTORS OF YOUR CIRCUIT

- The congregations and pastors of your circuit are willing to assist you if you encounter an emergency and are unable to contact your circuit visitor, your area vice president or the district president for immediate assistance.

If immediate pastoral help is needed contact the vacancy pastor, intentional interim pastor or circuit visitor first.



TO: Texas District Pastors and Congregation Presidents
FROM: President Mike Newman
DATE: September 11, 2018
SUBJECT: Compensation Guidelines for Guest Preacher / Lecturer

Utilize these guidelines in determining reasonable compensation when a pastor serves as guest preacher, lecturer, teacher or liturgist.

Worship	<u>1 Service</u>	<u>Additional Service(s)</u>
Preaching and Liturgy	\$240	\$ 100 each
Preaching Only	\$185	\$ 100 each
Liturgy Only	\$135	\$ 100 each
Bible Class/Presentation	\$135	\$ 100 each

Additional compensation for consideration:

- a. Mileage - IRS Rate
- b. Food and Lodging (if over 100 miles round trip)

These are guidelines; however, the recommendation is that congregations do not go below the suggested rate.

VACANCY PASTOR AGREEMENT

(Sample)

We, the voting members of _____ Lutheran Church of _____, Texas, on (date) _____ voted to extend an agreement with Rev. _____, to be our vacancy pastor. As such, he is to preach the Word of God in its truth and purity and administer the Sacraments to God's people as given in Scripture. He is also to fulfill other pastoral functions, e.g., teach confirmation classes to both youth and adults, visit the hospitalized and shut-ins, appropriately prepare self and others for leading and conducting Sunday and other special worship services, and fulfill general administrative duties as agreed upon by the pastor and the congregation.

This agreement becomes effective (date) _____ and will terminate upon the installation of a newly called pastor or upon a date agreed upon by both the vacancy pastor and the congregation.

The congregation is to pay Rev. _____ for his services with a salary of \$_____ per week/month, paid every two weeks/on the 15th and 30th of each month. He will receive _____ per mile for all travel expenses incurred for the services of the congregation. The congregation will: provide him with a cell phone/cover his cell phone expenses/pay for all long distance calls. The congregation may cover other expenses, e.g., medical insurance; conference registration, printer ink and paper costs, etc., that are incurred as a result of services to this congregation, as per agreed upon between the congregation and the Vacancy Pastor prior to incurring those expenses. Expenses are reimbursed upon adequate documentation to the _____ (Bd. of Elders/Trustees/Treasurer).

If Pastor _____ is unable to fulfill his services for a short or an extended time, he is to inform the Bd. of Elders and seek to find a replacement to serve during that time. The circuit visitor and president's office would be available for assisting in this matter as well.

If the vacancy pastor serves another congregation, the following sentence should be added: We understand this agreement is entered into with the full knowledge and support of _____ Lutheran Church of _____, Texas, which is served on a full time basis by Rev. _____. We express our thanks to _____ Lutheran Church for allowing their pastor to also serve us.