



Upstate New York Synod

Evangelical Lutheran Church in America

God's work. Our hands.

HANDLING OF INTERIM ARRANGEMENTS DURING A TIME OF TRANSITION

I. Supply Pastor

A supply pastor presides over Holy Communion and regular worship services.

Honoraria for supply preachers should be the amount set by the Conference Dean. Supply preachers should be reimbursed for overnight accommodations if needed, as well as travel expenses at the current IRS mileage rate plus tolls and parking. Honoraria for additional services should be negotiated between the Congregation Council and the supply preacher. Honoraria for supply preachers should be paid directly on the day of the service. If the supply preacher is also the Pastoral Leader during a Transition (see below), the Sunday supply honorarium is in addition to the monthly honorarium.

II. Pastoral Leader(s) during a Transition

This is a pastor or team of leaders assigned by the Conference Dean overseeing the Word and Sacrament ministry of the congregation. The Pastoral Leader(s) during a Transition (PLT) has all the authority and responsibilities of a regularly called pastor. Therefore no other pastors should be invited to perform any pastoral functions with the congregation without express permission of the PLT. The PLT shall present a report to each meeting of the Congregation Council.

The PLT shall have no involvement with the call process, unless specifically requested by the Bishop. Questions regarding the call process should be directed to the Lead Synod Staff or the Conference Dean.

The PLT is responsible for making arrangements for the Word and Sacrament ministry of the congregation during the pastoral transition, along with the administration of the parish, presiding over funerals and weddings, arranging for ministry to the sick and shut-ins, providing for the confirmation ministry, as well as attending council meetings.

The congregation should consider the time required of the PLT (this will vary from congregation to congregation) and plan on making some reasonable financial arrangements in consultation with the Conference Dean or Lead Synod

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Staff. All travel and other out of pocket expenses should be paid by the congregation. Normally it would be expected that the honorarium for the PLT would not be less than \$450 per month (for 20 hours/month) plus travel reimbursement at the current IRS mileage rate. For yoked parishes, the amount can be modified by the Conference Dean. 2 of 3 Normally, the PLT will not serve as a supply pastor to the congregation but will work with congregational leadership to make the most suitable arrangements for the preaching and the administration of the sacraments in the worship of the congregation.

In some instances, congregations may be served by a Mission in Transition (MIT) Team. This team will usually consist of three members – a pastor and two lay members. When an MIT Team is working with a congregation, arrangements will be made for the team to be compensated in a similar fashion to the Pastoral Leader(s) during a Transition. The MIT team will have many of the same responsibilities as the PLT. When used, the MIT team will have a more direct role in leading the congregation in thinking about their congregational identity and their God-given vision for mission. Unlike the PLT, it is expected that one or more members of the MIT team would work directly with the Call Committee in their work.

III. Additional Pastoral Care

In some instances, a congregation may desire to contract with their PLT (or the MIT Team) to perform such duties as those outlined in Section II. Pastoral Leader(s) During a Transition, along with additional services which may include new member visits, additional educational program work, meeting with other committees, or other responsibilities as outlined by the congregation. Additional responsibilities and time commitments will require additional compensation. This will be negotiated with the Conference Dean.

IV. Intentional Interim Pastor

This is a trained pastor who has received specialized training to deal with congregations in times of transition, especially following a long pastorate, a conflict, or when a congregation needs intentional time to discern its future. An Intentional Interim Pastor (IIP) serves a minimum of 12 months which may be extended depending on the particular needs of the congregation. The decision to call an IIP is made by the Congregation Council upon the recommendation of the Bishop. The call to an IIP is issued by the Synod Council.

An IIP may not be considered for permanent call in the congregation.

V. Synodical Deacon

Synodical Deacons are persons, not on the ELCA Roster, who have been identified by the Office of the Bishop for service within a congregation. Their service is an extension of the ministry of the ordained. They are accountable to the Bishop through their Conference Dean and supervised by a pastor.

If authorized to do so by the Bishop in writing, Synodical Deacons may preside at Eucharist or Baptisms. The Synodical Deacon may provide general pastoral care and visitation, maintain official records and may do funeral services. Synodical deacons may not perform weddings, which is a state law; and may not offer counseling as part of their ministries. Additional guidelines are available in the [Synod's Deacon Handbook](#).

VI. Pastor Emeritus

A Pastor Emeritus is a retired pastor so designated by a congregation in honor and recognition of exceptional service during their years of active ministry. See [Pastor Emeritus Policy](#).