



## MEMORANDUM

DATE: April 2017

RE: NES Pulpit Supply List

What follows is a list of persons who are available to serve as worship pulpit and presiding substitutes for your congregation, while your regularly called pastor is on vacation, away for continuing education, or on sabbatical. This list may also be consulted while your congregation is in transition between regularly called pastors.

A few points of clarification:

1. Ultimately, each congregation is responsible for whom they select to provide worship coverage. Therefore, this list should serve as "suggestions" as opposed to being viewed as "recommended"
2. All persons on this list have received SAFE Church Boundary training.
3. Should congregations choose to contact a clergy person who is not on this list, I encourage them to inquire about SAFE Church Boundary training.
4. I am sometimes asked about Lay persons preaching or presiding. Ultimately, this is a decision to be made by the church council. I encourage you to review the document attached here, which describes our practice in New England regarding Lay people presiding at Holy Communion.

If you have any questions about Pulpit Supply, I encourage you to contact your local dean, an Associate to the Bishop, or me.

Sincerely,

Bishop James E Hazelwood  
New England Synod - ELCA  
508-791-1530 ext 105

“Concerning church government it is taught that no one should publicly teach, preach, or administer the sacraments without a proper call.” *Augsburg Confession*, Article XIV

“In witness that this sacrament is a celebration of the Church, serving its unity, an ordained minister presides in the service of Holy Communion and proclaims the Great Thanksgiving.”  
*The Use of the Means of Grace*, Principle 40

## A Guide to Lay Presiding in the New England Synod

In worship we gather in song and prayer, we read scriptures and hear them preached, we set the table with bread and wine, give thanks and praise to God, proclaiming Jesus Christ, and eat and drink. Who presides at this weekly celebration? The norm in the Evangelical Lutheran Church in America is that an ordained minister shall preside at worship in our churches. However, in some circumstances there may be a need for an appropriate lay person to preach and preside in a local congregation. The purpose of this document is to outline the expectations for those situations.

The practice of Word and Sacrament ministry in this synod will conform as nearly as possible to the values, guidelines and practices expressed in the document *The Use of the Means of Grace*. Although lay people are permitted to preach in our congregations, the responsibility for preaching rests with the called pastor(s) of the congregation. Ordained ministers, usually the called pastors of the congregation within which the baptism occurs, preside at baptisms. In the case of imminent death, a person may be baptized by any Christian. Ordained pastors preside in services of Holy Communion and proclaim the Great Thanksgiving.

In situations related to supply coverage for ordained clergy, congregations are encouraged to make use of the New England Synod Directory of Supply Pastors. In addition, congregations may wish to consider ordained clergy from full communion partners such as the Episcopal, Methodist, Presbyterian, and UCC traditions. It is strongly recommended that congregations determine whether or not clergy who are not on the NES Supply Pastors Directory have had training in Boundaries, Safe Church, or similar training within the last four years. However, when local circumstances make the securing of an ordained pastor challenging, the following options may be considered:

- The congregation may consider a lay person to serve as preacher and worship leader for a Service of the Word under the supervision of a called pastor.
- The congregation may consider inviting an ordained minister in one of our ecumenical traditions.
- When local practice of weekly Communion is deeply embedded in the life of the congregation and the above options have been considered, congregations may submit a request to the bishop to authorize a lay person to preside at the Eucharist, with the following expectations:
  1. The church council, in consultation with its pastor, have determined that the lay person is an appropriate person to act in this role.
  2. The lay person is under the supervision of the local pastor, and has been provided an

- appropriate amount of instruction by the pastor so that he/she understands both the practical as well as theological foundations of the sacrament of Holy Communion.
3. A written request (or via email) to the bishop shall be made at least one month in advance of the specific date for which authorization is requested.
  4. Should approval be granted, the approval is for a time, date, and location specific to the request. There are no blanket approvals for lay persons to preside at Holy Communion.
  5. In congregations where a single individual will be requested to serve on particular Sundays over the course of a year, a single request may be made for the specific Sundays.
  6. Congregations are to place an announcement in the bulletin on the particular Sunday stating that the congregational council has requested, and the bishop has approved, that (name of person) may preside at Holy Communion for this particular worship service.
  7. Lay persons raised up by their congregations to serve in this role are asked to participate in an annual educational event covering some aspect of Lutheran theology of the sacraments. The bishop's staff will arrange for this event, which may also be offered online.

Requests should be sent, at least one month in advance of the Sunday in question, to:

Lyn Wasilewski, Executive Assistant to Bishop James Hazelwood  
[lwasilewski@nesynod.org](mailto:lwasilewski@nesynod.org)

Revised October 2016

**Pulpit Supply List – June 2018**  
**Recommended Honoraria for Supply Pastors from NES 2018 Compensation Guidelines:**  
**\$200 minimum for a single worship service, plus \$.545 per mile 2018 IRS rate**  
**\$75 for each additional service that week, same preparation**

\*NOTE: LAY PERSONS ARE NOT AUTHORIZED TO PRESIDE AT EUCHARIST WITHOUT WRITTEN PERMISSION FROM THE BISHOP.

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**Pulpit Supply List – June 2018**  
**Recommended Honoraria for Supply Pastors from NES 2018 Compensation Guidelines:**  
**\$200 minimum for a single worship service, plus \$.545 per mile 2018 IRS rate**  
**\$75 for each additional service that week, same preparation**

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