

## Vice-Pastor Ministry

### During Pastoral Vacancy

*When a pastoral vacancy occurs in a parish, a synod representative (bishop or bishop's staff) confers with the church council regarding the appointment of a vice-pastor for the congregation.*

### **General Duties of the Vice- Pastor**

- Inform his/her congregation of agreements and responsibilities. Understanding that the pastor's primary call takes precedence over any duties or responsibilities to vice pastor congregation.
- With the vacant congregation, come up with a written agreement of all duties and responsibilities. Provide written agreement of responsibilities to the synod office.
- Attendance at vice pastorate congregational council meetings
- Emergency services in crisis situations as possible.
- Keep records of pastoral acts done during vice pastor contract.
- Keep open communication about the congregation with the synod staff.
- Offer care and support for the new pastor after the call process is completed to facilitate integration in the parish, community and S.D. Synod.

### **Responsibilities of the Congregation**

- Provide the Vice-Pastor with a membership list and directory of the congregation.
- Contact the Vice-Pastor when emergencies happen.
- Call the Vice-Pastor before making any funeral and meeting arrangements.
- Will inform the Vice-Pastor of the progress of Call Committee and Call process without divulging confidentiality.
- Be aware the Vice-Pastor has a primary congregation and first duties to them.
- Provide an honorarium of \_\_\_\_\_ per month plus reimbursement for travel at the current IRS rate and other expenses.