

## EASTMINSTER PRESBYTERY COMMITTEE ON MINISTRY

### **Guidelines for Honoraria and Expense Reimbursement**

The Committee on Ministry (COM) offers the following guidelines for sessions and congregations as they invite ministers and/or elders to assist them with worship and church matters. The guidelines have been developed considering the demands of the economy and the preparation and skills of the minister / elder assisting a congregation. Congregations are asked to be responsive to these guidelines out of gratitude and fairness.

#### **A. Pulpit Supply**

1. Honorarium for pulpit supply for a single service: \$100 for one worship service; \$50 for each additional service on the same day.
2. When the sacraments are celebrated during the worship service(s) the Presbyterian Minister presiding shall also preach for the service. The honorarium shall be the same as listed above.
3. When a minister or elder is invited from a distance of more than 25 miles or from outside the bounds of the presbytery, travel reimbursement, lodging, and meals should be provided.

#### **B. Additional Services**

1. If a minister or elder is asked to provide additional pastoral ministry, such as hospital, nursing home, or shut-in visitation, additional compensation for mileage and time should be negotiated with the minister/elder in consultation with the COM.

#### **C. Moderating Session or Congregational Meeting**

1. The suggested honorarium for a Presbyterian Minister to moderate a Session Meeting or a Congregational Meeting for all churches is \$35.00. If the moderator must travel a long distance (over 50 miles round trip), some travel reimbursement should be added to the honorarium.

#### **D. Travel Reimbursement**

1. The COM recommends that ministers and elders providing worship and pastoral services for a congregation be reimbursed for their "business mileage" at the current IRS approved rate per mile. Mileage reimbursement should be requested by voucher by the minister/elder providing the service.

**NOTE:** Because an honorarium is a monetary offering offered freely and graciously by a congregation in the spirit of thanksgiving to a person who has responded to a call for assistance for special services, a pastor or elder has the choice of either accepting or refusing such. Reimbursement for expenses as described above is always to be considered above and beyond the honorarium. It is appropriate, and therefore should not be considered unacceptable, for one providing services to a congregation to inquire whether the provision of an honorarium and expenses is customary for the congregation. It is more helpful for the requesting congregation to offer that information at the time of the request for services.