

POLICY FOR THE PAYMENT OF PREACHING FEES AND REIMBURSEMENT OF TRAVELLING EXPENSES

Introduction

This policy is designed to make clear the responsibilities of the Circuit, Local Churches, Supernumeraries, Local Preachers and Visiting Preachers. Its purpose is also to ensure a consistent approach and methodology and to avoid potential embarrassment.

The procedure differs for each class of Preacher and by whom they have been invited.

Local Churches Responsibilities

A local church who invites a preacher, whether lay or ordained, from outside the Circuit (a **Visiting Preacher**) to take an appointment is expected to have ready **beforehand** travelling expenses which should be given to the preacher on the day. The general rule is that Local Churches only pay expenses to those they specially invite (see below for Circuit arranged Visiting Preachers).

Circuit Responsibilities

All **Supernumerary** appointments are a charge on the circuit. Supernumeraries should make a claim, to the Circuit Bursar, at the end each quarter for their preaching fees at the given rate. They should submit a travelling expenses claim which will be reimbursed at the rate stipulated by the Connexion.

Visiting Ministers who are not Supernumeraries who offer appointments to the Circuit should claim their travelling expenses, from the Circuit Bursar, as and when incurred but no more frequently than monthly and no less frequently than quarterly.

Visiting Preachers whose appointments are arranged by the Circuit should claim expenses in the same way as Visiting Ministers

Leaders of Worship and Preacher's Meeting Secretary Responsibilities

Local Preachers should be asked by the LWPM secretary, each quarter when they submit their preaching dates, if they have any travelling expenses for the previous quarter. These claims should be confirmed as valid by the LWPM secretary and forwarded to the Circuit Bursar for reimbursement. Local Preachers' expenses are a charge on the circuit not the local church.

Other Responsibilities

Whoever accepts and arranges for Visiting Ministers to be on The Plan is responsible for informing those ministers of this policy and the contact details for the Circuit Bursar.

Payment Procedure

All payments will be made by direct transfer to the claimant's bank account. Claimants should ensure that the Circuit Bursar is provided with these details at the time of the first claim and whenever bank account details change.