

Compensation Guidelines for Temporary/Occasional Pastoral Services

W-4.0403 in the PCUSA Book of Order states certain functions of the church can be done by the moderator (or designee) of the appropriate council. To that end, the Commission on Ministry of the Presbytery of New Hope sets out these compensation guidelines for churches utilizing temporary and occasional pastoral services to fulfill the functions of the church.

These compensation guidelines do not apply to individuals in contractual relationships with churches, i.e. – called positions, stated supply arrangements, and other ongoing contractual arrangements. These guidelines are for churches to use when soliciting pastoral services from Teaching Elders, Commissioned Ruling Elder Candidates, Commissioned Ruling Elders, Lay Pastors, Qualified Ruling Elders, Teaching Elder Candidates, approved Teaching Elder Inquirers, and anyone designated by the COM to provide such services.

The Presbytery's position is that honorarium amounts are the same for all preachers, regardless of ordination status or title.

These are guidelines, not mandates for churches. The churches in our Presbytery have a wide range of financial situations and historical practices when it comes to pulpit supply reimbursement, but the hope is that churches make every effort to align with the guidelines in this document.

It is the responsibility of the church to communicate with the individual preacher about reimbursement prior to scheduling pulpit supply. When paying mileage, be sure to differentiate mileage from honorarium in the check stub for tax purposes. IRS approved mileage rate can be found at www.irs.gov

Definitions:

***A Teaching Elder** is an ordained minister of the Word & Sacrament.*

***A Teaching Elder Candidate** is in the process of their theological training and completing ordination exams.*

***A CRE Candidate** is a Commissioned Ruling Elder applicant who is in the process of their training, has received session endorsement, been reviewed by the CRE Sub Team, but has not yet received approval for commissioning. CRE Candidates on the Presbytery of New Hope Pulpit Supply List are eligible to preach but may not moderate meetings or administer the sacraments until after they have been commissioned.*

***A Commissioned Ruling Elder** has been interviewed and assessed by the Commission on Ministry's CRE Sub team, has completed an approved educational program and supervised practical ministry, and is ordinarily commissioned to specific service in a pastoral role(s) in a particular congregation.*

***A Qualified Ruling Elder** is a person previously commissioned as a CRE but who does not have an active commission.*

Cancelation Guidelines:

If a church needs to cancel pastoral services, they are asked to give at least 48 hours notice. If notice is given in less than 48 hours, the Presbytery respectfully asks the church to provide an honorarium of \$75 to the pulpit supply person.

Type of Pastoral Service	Compensation Rate
Preaching for One Sunday Service For: Teaching Elders, Commissioned Ruling Elders, Qualified Ruling Elder, Teaching Elder Candidates, CRE Candidates, Approved Inquirers	\$150 plus IRS approved mileage reimbursement
Preaching for Two Sunday Services For: Teaching Elders, Commissioned Ruling Elders, Qualified Ruling Elder, Teaching Elder Candidates, CRE Candidates, Approved Inquirers	\$250 plus IRS approved mileage reimbursement
Preaching Yoked Fields For: Teaching Elders, Commissioned Ruling Elders, Qualified Ruling Elder, Teaching Elder Candidates, CRE Candidates, Approved Inquirers	\$250 (\$125 from each church in the yoked field) plus IRS approved mileage reimbursement
Moderate Stated Session Meetings For: Teaching Elders & Others Designated by the COM (W-4.0403)	\$50 plus IRS approved mileage reimbursement
Moderate Congregational Meetings For: Teaching Elders & Others Designated by the COM (W-4.0403)	- \$50 if the person is leading only the congregational meeting. If the person is leading the Sunday worship service and the congregational meeting, a total of \$175. In addition, the travel rate of the IRS approved mileage reimbursement.
Annual Meetings For: Teaching Elders & Others Designated by the COM (W-4.0403)	\$50 if the person is conducting only the annual meeting. If the person is conducting the Sunday worship service and the annual meeting, a total of \$175.00. In addition, the travel rate of the IRS approved mileage reimbursement.
Train and Install Officers For: Teaching Elders & Others Designated by the COM (W-4.0403)	\$50 per training meeting. \$50 if the person is only leading the installation service. If the person is leading the Sunday worship service and the installation service, a total of \$175. In addition, the travel rate of the IRS approved mileage reimbursement.
Funerals For: Teaching Elders & Others Designated by the COM (W-4.0403)	\$50 if the person is participating in the service. A total of \$150 if the person is leading the service. In addition, the travel rate of the IRS approved mileage reimbursement.
Baptisms For: Teaching Elders & Others Designated by the COM (W-4.0403)	\$50 if the person is only officiating the baptism. If the person is leading the Sunday worship service and officiating the baptism, a total of \$175. In addition, the travel rate of the IRS approved mileage reimbursement.
Communion For: Teaching Elders & Others Designated by the COM (W-4.0403)	\$50 if the person is only officiating communion. If the person is leading the Sunday worship service and administering communion, a total of \$175. In addition, the travel rate of the IRS approved mileage reimbursement