

## 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](http://www.irs.gov)*

***For congregations that choose to cancel worship services for any reason, the Commission on Ministry requests that pulpit supply preachers receive a half-rate honorarium.*** Even when services are canceled, preachers have already devoted prayerful time, preparation, and pastoral energy in anticipation of worship. The Commission on Ministry expects that the work of pulpit supply preachers will be honored and compensated, just as we would extend care and respect to our salaried colleagues.

*Additionally, the Commission on Ministry expects churches to honor the integrity and pastoral authority of pulpit supply preachers. **If a preacher cancels worship or needs to be excused from preaching due to illness, injury, or weather-related safety issues, it is the expectation of the Commission on Ministry that the congregation also provide a half-rate honorarium.*** For some, these honoraria are an important part of their livelihood. If providing a half-rate honorarium due to a cancellation would cause a serious hardship for your congregation, please reach out to [com@nhpresbytery.org](mailto:com@nhpresbytery.org) so that we can discuss the situation together.

Type of Pastoral Service	Compensation Rate
<b>Preaching for Sunday Service</b> For: Teaching Elders, Commissioned Ruling Elders, Qualified Ruling Elder, Teaching Elder Candidates, CRE Candidates, Approved Inquirers	\$150 per Sunday service plus IRS approved mileage reimbursement
<b>Preaching Yoked Fields</b> 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
<b>Moderate Stated Session Meetings</b> For: Teaching Elders & Others Designated by the COM (W-4.0403)	\$50 for moderating a session meeting. In addition, the travel rate of the IRS approved mileage reimbursement.
<b>Moderate Congregational Meetings</b> For: Teaching Elders & Others Designated by the COM (W-4.0403)	\$50 for leading the congregational meeting. In addition, the travel rate of the IRS approved mileage reimbursement.
<b>Moderate Annual Meetings</b> For: Teaching Elders & Others Designated by the COM (W-4.0403)	\$50 for conducting the annual meeting. In addition, the travel rate of the IRS approved mileage reimbursement.
<b>Train and Install Officers</b> For: Teaching Elders & Others Designated by the COM (W-4.0403)	\$100 per training meeting. \$50 for only leading the installation service. In addition, the travel rate of the IRS approved mileage reimbursement.
<b>Funerals</b> 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 preparing and leading the service. In addition, the travel rate of the IRS approved mileage reimbursement.
<b>Baptisms</b> For: Teaching Elders & Others Designated by the COM (W-4.0403)	\$50 if the person is officiating the baptism. A total of \$100 if the person is also doing baptismal preparation with the baptismal candidate and/or the parents/guardians. In addition, the travel rate of the IRS approved mileage reimbursement.
<b>Communion</b> For: Teaching Elders & Others Designated by the COM (W-4.0403)	\$50 if the person is officiating communion. In addition, the travel rate of the IRS approved mileage reimbursement

**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.*