

Partnership Ministerial Expenses

2010

This document sets out to clarify the present system of expenses, which are paid by the Partnership of West Swindon and the Lydiards, and it follows the guidelines set out by the Parent Bodies. This revision was prepared on the 30th September 2010 and adopted by the Partnership Council (on: _____), who will, in future, make an annual review.

THE PRINCIPLES

1. **Who Qualifies**

All who minister or serve the Partnership having been appointed by one of the parent denominations or by the Partnership. They will be reimbursed in full for all expenses necessarily incurred in performing their duties. In addition, where prior arrangement has been made, volunteers may also claim either on the same basis or at a reduced rate as agreed by the Partnership Council.

2. **Partnership or Local Church?**

The local church is responsible for all expenditure concerned with the conduct of worship (except preaching fees and travelling expenses), teaching and outreach in their area. The Partnership is responsible for all expenditure relating to the whole (or a majority) of the Partnership, the Partnership is also responsible for all normal staff expenses unless it is a local church responsibility as defined above.

3. **Personal or Church?**

Where doubt arises as to whether an item is for the individual's personal or Partnership use, or where the individual may expect to gain substantial personal benefit from some intended expenditure in addition to its value for their work, consideration should be given to dividing the costs between the individual and the Partnership.

4. **Parent Bodies**

Wherever possible, claims should be submitted to the parent bodies for work undertaken for those bodies (e.g. serving on national committees of the Diocese or Province).

5. **The Procedure**

Invoices should be submitted as soon as possible after they are received but other claims for reimbursement should be submitted monthly or quarterly with all available receipts attached. No payments in excess of £10 will be reimbursed without the appropriate receipt.

TRAVEL

1. **Mileage**

The Partnership will pay the current recommended Inland Revenue rates for use of a private car on local or necessary longer journeys. At the beginning of 2010 this was **40p per mile for the first 10,000 miles** in any one year, and **25p per mile thereafter**. **Motorbikes are 24p per mile and bicycles are 20p per mile.**

2. **Public Transport**

Normal or Standard Class fares will be reimbursed.

3. **Parking**
Car parking charges will be paid for where necessarily incurred; staff are encouraged to obtain a permit from the chaplain's office at the G.W.H. in order to avoid having to pay on every occasion for hospital visiting.

ADMINISTRATION

1. **Telephone**
The Partnership will pay for a single line rental (B.T. or alternate provider) and that proportion of call charges, which represent works calls. All those making claims are expected to submit the bill or a copy of it with their claim. In general for staff the composite all inclusive tariff is used.
2. **Postage**
This will be fully paid for, 2nd class postage should be the norm.
3. **Stationery etc.**
The Partnership Office will purchase headed Partnership paper and obtain other stationery and office supplies. Other expenditure will be reimbursed as necessary. Except in exceptional circumstances paper supplies should be obtained via the Partnership office.
4. **Computer/Office Supplies**
Consumables, such as ink cartridges, toner, blank discs and other general office stationery, are all valid expenses subject to the considerations mentioned above. Some of these items are available through the Partnership Office and this should be the first point of contact before purchases are made. For computer equipment, its depreciation and necessary software are regarded as necessary expenses; see below under Equipment Provision.
5. **Secretarial Assistance**
Contracts should normally be agreed with the Partnership who will be the employer, but casual assistance will also be reimbursed where necessary.

EQUIPMENT PROVISION

1. **Robes**
Where robes are normally worn, the cost of cleaning and repair will be met by the Partnership. When robes have to be replaced due to normal wear and tear this will also be paid for by the Partnership.
2. **Books and Software**
The Partnership does not make a book grant but will pay for books and computer software where these are clearly for pastoral and teaching purposes and subject to a maximum per year per staff member of £250. The Partnership will also pay for one subscription to a Church Newspaper and one Journal per member of staff.
3. **Depreciation of Equipment**
Where capital equipment such as Computers and answer phones are bought by the individual then, subject to the agreement of the standing committee, the capital cost may be depreciated over the expected lifetime of the equipment (e.g. 1/10 of purchase price per annum for 10 years). Repair and servicing costs will be paid in full. If the equipment is partly for private use then an appropriate percentage should be applied to these charges.

OTHER ITEMS

1. **Entertaining**
For a main meal (e.g. a dinner party) £4.00 may be claimed per person. For a light meal or buffet £2.00 may be claimed per person.
2. **Discretionary Fund**
Where appropriate, up to £100 per annum may be claimed per staff member to meet the actual costs of providing for those in particular need.
3. **Courses and Retreats**
Parent Bodies make grants for clergy training and retreats and these grants should always be taken where available. The Partnership will contribute up to £250 per annum for such training. Requests for further help will be considered on an individual basis, usually only one per year.
4. **Locum Provision**
The Partnership will pay in full for any payments made for locum cover during sickness or absence. The local Church will pay for any visiting ministers' normal expenses and for any discretionary gifts to visiting Christian Workers etc. For further details please refer to the local lay preachers/visiting preachers ministerial expenses guidelines sheet.
5. **Sabbaticals**
Subject to the rules of the various parent bodies, the Partnership will encourage staff members to take Sabbatical leave when appropriate.

Partnership Ministerial Expenses For Local/Visiting Lay Preachers and Visiting Ordained Preachers/Retired Clergy 2010

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Local/Visiting Lay Preachers

1. **Mileage**
Travelling expenses can be claimed at **25p per mile for travel** to and from services of worship within the Partnership. Such claims should be made direct to the Partnership treasurer.
2. **Administration**
For all resources such as acetates, stationery etc., used for services of worship solely at one church, reasonable costs may be claimed from that local church. This is to be agreed in advance and the resources then remain the property of that church. Resources purchased for use throughout the Partnership may similarly be claimed from the Partnership treasurer.
3. **Robes**
Where robes are normally worn, the cost of cleaning and repair will be met by the Partnership.
4. **Books and Software**
For those who regularly lead worship within the Partnership it will pay for books and computer software where these are clearly for pastoral and teaching purposes and subject to a maximum grant per year of £50. Invoices are required as proof of spending.
5. **Courses and Retreats**
Subject to prior approval, grants may be available from the Partnership that are directly related to an individuals ministry in accordance to their job description.

Visiting Ordained Preachers/Retired Clergy

1. **Fees**
Fees of £30 are payable for each service of worship. Such claims should be made direct to the Partnership treasurer.
2. **Travel**
Travel expenses of up to £20 are payable based on actual mileage costs or costs of public transport. Such claims should be made direct to the Partnership treasurer.

N.B. Where more than one service is taken in any one morning or evening within the Partnership, payment will be made for each of the services conducted but only one claim for travel will be applicable.