



ALLOWANCES AND REIMBURSEMENTS

Diocese of Nelson

Guidelines for the payment of allowances and/or reimbursing expenses for non-stipendiary clergy and lay ministers

Preamble

There are no fixed regulations concerning the payment of allowances or the reimbursement of expenses to non-stipendiary clergy or lay ministers.

Standing Committee would be unhappy to make unbending regulations in this situation, as these types of ministries are often a response in situations where full time paid ministry is not possible. To impose a rigid set of regulations on this situation could well inhibit the opportunities that become possible with non-stipendiary or lay minister ministries.

However, it is appropriate that non-stipendiary clergy and lay ministers should be reimbursed expenses incurred in their ministries and have allowances paid where their ministries will be enhanced by such payments. As with all staff appointments there is always a blur to the boundaries as to where the staff function begins and ends and where the contribution made as a parishioner begins and ends. For this reason alone it is very important that there are clear understandings between the parish and the non-stipendiary and lay ministers as to their respective entitlements expectations and obligations.

Agreement as to allowances payable

Prior to the commencement of a non-stipendiary clergy or lay minister's ministry it is imperative that the parish and the appointee agree to, not only a job description, but also what allowances will be payable and what reimbursement will be made for ministry costs. A written agreement should therefore be entered into between the parties setting out not only the job description, but also the entitlements and the expectations of the position. This must be set in place before the appointee takes up the appointment.

The agreed maximum allowances payable should then become part of the parish quota, with claims made through the standard reimbursement form issued through the Anglican Centre, and reimbursement made by the Anglican Centre. Only in exceptional circumstances, and with the agreement of the Diocesan Secretary, should the allowances claims be made to and paid out by the Parish Treasurer.

The agreement about allowances should be reviewed every two years prior to the setting of the parish quota for the coming year. Where the allowances payable have been set at less than the maximum payable as set out below, consideration should be given to an affordable increase.

Other matters

The entitlements of non-stipendiary clergy and lay ministers who undertake interregnum ministry, other than in their home parish, are set out in the Diocesan Handbook.

Remember that any payment to staff (or parishioners) that is not an actual reimbursement is taxable as income in the hands of the recipient. The parish could have an obligation to deduct at source and incur penalties if they fail to do so. It is imperative, therefore, that receipts for actual expenditure and records for matters such as hospitality are kept for an ensuing period of at least 10 years.

Guideline Allowances (reimbursing expenses)

The following may be paid

Hospitality	not exceeding	\$600.00
Books/Computer consumables etc [No longer under formal training]	not exceeding	\$720.00
Books/Computer consumables etc [Whilst still under formal training]	not exceeding	\$820.00
Training	not exceeding	\$420.00
Mileage	An agreed maximum kilometers & dollars in accordance with Inland Revenue prescription.	