

# Ministry Expenses Policy

For St Luke's Church, 46 Cell Barnes Lane, St Albans AL1 5QJ

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Signed: .....

Role: .....

Date: .....

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## Clergy Expenses

Clergy = those licenced to the parish – i.e. the vicar, readers and (if in post) a curate.

Clergy are taxed as 'Ministers of Religion'. This policy is based on the guide issued by the Church Commissioners entitled "The Parochial Expenses of the Clergy - a guide to their reimbursement". Diocesan practices, where appropriate, are also drawn from this guide.

The aim of the policy is to reimburse in full all expenses incurred by clergy in the exercise of the parish ministry of St Luke's Church, while at the same time being mindful of the Inland Revenue's views regarding taxation and reimbursement of clergy expenses.

Clergy expenses are to be part of the budget of the Church's expenditure submitted to the PCC each year. Clergy are to liaise with the PCC where a significant divergence from planned expenditure looks likely.

## Policy detail

The PCC will reimburse expenses incurred for the following items. Receipts must be provided as far as is possible:

### Postage, Stationery and Computer Consumables

- Reimbursement in full.

### Telephone and Internet services

- Vicar's Landline - The Treasurer receives and pays the telephone bills for both church and vicarage. The cost of personal use made by the vicar and family is worked out and reimbursed in full to St Luke's PCC.
- Mobile – As a mobile phone is needed by the vicar for day-to-day work, the cost of the vicar's personal phone will be split 50/50 between the vicar and the PCC. Other clergy are able to claim any direct costs incurred by their mobile phone, unless it is required for their day-to-day work for the church, in which case, the cost is split 50/50.
- Internet – The vicar and family share one ISP. The cost of the service is split 50/50 between the vicar and the PCC. The church (and office) pays for its own internet service via use another ISP.

### Office Equipment

- Reimbursement in full of minor items; however the purchase of major items of equipment to be discussed and agreed with the PCC.
- Reimbursement in full of the cost of maintaining Clergy equipment such as printers, computers etc.

## **Robes**

- Reimbursement in full for the cost of cleaning, repair and replacement of robes.

## **Hospitality**

- Reimbursement in full for the costs incurred in providing both official hospitality (church officers, clergy meetings etc.) and unofficial hospitality (church related social activities). Clergy to keep detailed records as required by the Inland Revenue for this expenditure.

## **Public transport and subsistence expenses**

- Reimbursement in full of all public transport costs.
- Reasonable subsistence expenses to be reimbursed

## **Car and bicycle**

- Reimburse on the basis of mileage done. The mileage rate used is that agreed by the Church Commissioners with the Inland Revenue each year. A travel log book recording all parish mileage is to be kept.
- Necessary car parking charges to be reimbursed in full.

## **Theological Books**

- Reimbursement of purchases up to an agreed amount.

## **Wear and tear in the house**

- For discussion with the PCC as the need arises.

## **In-service training and retreats**

- Full travel costs and two thirds of approved training/retreat costs will be met by the PCC.
- Where grants are available from the Diocese or else where, these should, in the first instance, be used to defray the PCC element of the expenses.

# **Employed Lay Expenses**

The aim of the policy is to reimburse in full all expenses incurred by employed laity in the exercise of the parish ministry of St Luke's Church, while at the same time being mindful of the Inland Revenue's views regarding taxation and reimbursement of expenses.

Lay employees expenses are to be part of the budget of the Church's expenditure submitted to the PCC each year. They are to liaise with the PCC where a significant divergence from planned expenditure looks likely.

## **Policy detail**

The PCC will reimburse expenses incurred for the following items. Receipts must be provided as far as is possible:

### **Postage, Stationery and Computer Consumables**

- Reimbursement in full.

### **Telephone**

- Where there is a significant cost of calls being incurred in respect of specific occasions or events, reimbursement will be offered for all recorded calls.

### **Home Working**

- No contribution will be made towards home running costs when working from home.

### **Other necessary expenses incurred**

- Reimbursement of all expenditure necessary to do the job will be met. This would include, for example, cleaning materials for church cleaning tasks, course materials for a course being purchased and run, bereavement cards and booklets for bereavement care etc.

### **Office Equipment – at Church**

- Reimbursement in full of minor items; the purchase of major items of equipment to be discussed and agreed with the PCC. Suitable reimbursement for consumable items expensed away from the church, but on church business (e.g. printing on home computer).

- Reimbursement in full of the cost of maintaining office equipment such as printers, computers etc located at the church.

### **Hospitality**

- Reimbursement in full for the costs incurred in providing hospitality in the course of ministry. Appropriate records should be kept for the Inland Revenue.

### **Public transport and subsistence expenses**

- Reimbursement in full of all public transport costs.
- Reasonable subsistence expenses to be reimbursed

### **Car and bicycle**

- Reimburse on the basis of mileage done. The mileage rate used is that agreed by the Church Commissioners with the Inland Revenue each year. A travel log book recording all parish mileage is to be kept.
- Necessary car parking charges to be reimbursed in full.

### **Theological Books**

- Reimbursement of purchases up to an agreed amount.

### **In-service training and retreats**

- Full travel costs and two thirds of the approved training/retreat costs will be met by the PCC. Where grants are available from the Diocese or else where, these should, in the first instance, be used to defray the PCC element of the expenses.

### **Robes**

- Reimbursement in full for the cost of cleaning, repair, issue and replacement of robes.

## **Non-employed Lay Expenses**

The aim of the policy is to help laity who incur expenses on behalf of the Church to be free to reclaim those expenses, knowing that this is expected and encouraged by the PCC. It also aims to encourage people to think about receiving training where the costs might otherwise discourage them.

Non-employed laity expenses come from the general budgeted expenditure of the PCC agreed each year. Such expenditure needs to be agreed with the Treasurer in advance, where possible.

### **Policy detail**

The PCC will reimburse against receipts for expenses incurred for the following items:

#### **Postage and Stationery**

- Reimburse in full of all items consumed specifically in connection with Church activities.

#### **Telephone calls**

- Where there is a significant cost of calls being incurred in respect of specific occasions or events, reimbursement will be offered for all recorded calls.

#### **Office Consumables**

- Claims for consumable items such as paper, card, ribbons, ink or toner used when preparing material for use in church activities (e.g. Service, Sunday School or church event);

#### **Car and bicycle Used on Agreed Church Business**

- Reimburse on the basis of mileage done. The mileage rate used is that agreed by the Church Commissioners with the Inland Revenue each year. A travel log book recording all parish mileage is to be kept.
- Necessary car parking charges to be reimbursed in full.

#### **Travel costs**

- Help with travel expenses will be offered where the PCC have agreed the basis for the claim in advance.

**Church Activities**

- Reimbursement in full for the costs incurred by events planned and put on for the benefit of the whole congregation.

**Flowers & Coffee**

- The cost of flowers for the church may be claimed from the PCC. The cost of refreshments provided at a church service or special event may be claimed from the PCC.

**Children's and Young People's Work**

- Reimbursement will be made in full for all materials and consumables purchased.