

## **Harrow & Hillingdon Circuit (35/36) of the Methodist Church**



### **Worship & Preaching Expenses Policy**

This policy aims to provide guidance on worship related expenses and aims to provide clarity on what can be claimed and from which body.

Local preachers and Worship leaders are volunteers. They are not paid for their time or services, but should be paid for any out-of-pocket expenses (eg travel). If the preacher is planned by the circuit then remuneration should come from the circuit; if an individual church has invited a particular preacher, then it should be the church that pays those expenses. Additional resources and other incidental expenses are not normally funded by the circuit, though in exceptional circumstances a discretionary grant may be available through the benevolence fund. A confidential request can be made via the Superintendent Minister or your own Minister.

#### **Travel**

Some preachers will need transportation provided because they cannot get to the church by public transport. In this case the stewards of the church where the service is being held may be able to arrange transportation for them. If not, a taxi can be arranged and the cost claimed back from the circuit. The completed claim form obtained from the circuit office must be submitted with details and the relevant receipts.

#### **Learning and development**

From September 2021, Local Preachers and Worship Leaders who regularly attend the Worship Forum may apply each year for an allowance to purchase a book resource, of their choosing, on the understanding that once they have read the book they will provide a 5-minute presentation to the Worship Forum. If a presentation is not made, any subsequent application will be not be successful. The allowance application form is available upon request from the Circuit Office.

Requests for support regarding the attendance of training and development events can be sought by requesting funding from the Circuit Training Budget – requests can be made via the LP Admin Sec, your own Minister, or Superintendent Minister.

#### **Subscriptions to worship resources**

The Circuit pays for an annual subscription to the Vine service resources which are sent directly to all Worship Leaders and an additional member of each church  
Local Preachers and Worship Leaders usually receive Roots resources provided by their churches.

#### **Resources purchased for a specific service**

Normally, if a church has specified a particular type of service, the Preacher will liaise with the church and agree ahead of time whether the church needs to provide, or purchase, any resources required to carry out that act of worship. It might be agreed that the preacher purchases any resources they wish to use and the cost later claimed back from the church. Please note that the item/resource then becomes owned by the church e.g. any unused prayer stones given out to the congregation to take home.

In some cases, the preacher might be scheduled to lead a style/type of worship for the first time. If the preacher then needs to purchase resources in order to prepare and lead that type of worship, they might need to purchase some resources which they then keep for future use. If the preaching appointment was arranged between the church and the preacher, any expenses claimed need to agreed with, and claimed from, the church. If the preacher was scheduled to lead the service by the circuit during plan making, the expenses need to be agreed with, and claimed from, the circuit.

Signed:

Date: 13/09/2023

Position: Superintendent Minister

To be reviewed: September 2024