

## **SECTION 2 – FINANCE**

Origin: TOTP Administration Committee

Status: Policy

Distribution: All Parishes

Approved: Coordinating Council

Date: 2 December 2011

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### **2.5 Honorarium & Travel for Relief Ministers in the occasional absence of the Incumbent**

#### **2.5.1 Eligibility Criteria**

- 2.5.1.1 Honorary Assistants and non-stipendiary Priest Associates relieving in their own congregation shall receive no remuneration
- 2.5.1.2 Honorary Assistants and non-stipendiary Priest Associates relieving in other than their own congregation shall be remunerated and costs shall be paid either to the individual or to the congregation from which they come as per request – see 2.5.2.1 and 2.5.2.3 below
- 2.5.1.3 Stipendiary clergy relieving in another congregation shall receive no remuneration. Travels costs (2.5.2.3) shall be paid either to the congregation from which the relief comes or to the individual as per request
- 2.5.1.4 Deacons and Lay Ministers of Word and Sacrament (LMWS) relieving in their own congregation shall receive no remuneration.
- 2.5.1.5 Deacons and Lay Ministers of Word and Sacrament (LMWS) relieving in other than their own congregation shall receive remuneration. Travel costs shall be paid to the individual as per 2.5.2.3

#### **2.5.2 Rate of Remuneration (add Remuneration Rate Sheet at end of Policy)**

- 2.5.2.1 The rate of remuneration shall be a minimum of \$75 for one service and \$100 for any combination of two services in the same parish on the same day. Parishes are encouraged to pay more.

2.5.2.2 For interim clergy appointments, a per service rate may be set at the discretion of the Bishop

2.5.2.3 Travel reimbursement shall be paid at the current TOTP rate (see 2.3 Travel Rate Sheet)

2.5.2.4 For longer periods of service (for example: illness, educational leave, vacation), which involve pastoral responsibility, clergy honorarium shall be commensurate with the amount of time required taking into account the full-time stipend for the position.

### **2.5.3 Shared Ministry**

Shared ministry parishes are requested to consider these as guidelines in working out their own relief ministry policy

### **2.5.4 Definitions**

2.5.4.1 *Honorary Assistant:* Those TOTP clergy, retired or otherwise, who are granted Episcopal license to an honorary position under a local Incumbent.

2.5.4.2 *Associate Priest:* Those clergy, retired or otherwise, resident in TOTP, granted Episcopal permission to officiate under a local Incumbent

*See Section 5 Forms:*

*5.1 Parish Mileage Claim Form*

*5.2 TOTP Expense Claim Form*