

United Reformed Church
West Midlands Synod
Digbeth-in-the-Field URC
Moat Lane
Yardley
Birmingham B26 1TW

July 2017

PULPIT SUPPLY CLAIM FORM

NOTES FOR GUIDANCE

The form overleaf should be used for all claims from 1st August 2017 until further notice where a local church is in pastoral vacancy and has not had its Maintenance of the Ministry contribution reduced to recognise the vacancy.

Claims are subject to the following conditions.

1) Services which qualify for refunds

Churches may recover preaching fees only for those services which would have been conducted by their Minister before a vacancy occurred. This condition is of particular relevance to group pastorates or those scoped for part-time ministry.

2) Rate of preaching Fees and Travelling Expenses

The West Midlands Synod MAM Committee has decided that churches in ministerial vacancy shall be entitled, subject to the foregoing conditions, to claim refunds at the actual amount paid, up to a maximum of £40 per service plus 25p per mile travelling expenses.

Travel claims will not normally be reimbursed for distances greater than a 75 mile radius of the local church.

This form should **not** be used:

- a) Where a minister is receiving sick pay in accordance with the “Plan for Partnership in Ministerial Remuneration”.
- b) Where a minister is on sabbatical leave of more than four weeks duration.
- c) Where a minister is “preaching with a view” (in which case travelling expenses may be claimed regardless of distance other than for ministers coming from abroad).

Under any of these circumstances a claim form should be obtained from the Maintenance of the Ministry Office, The United Reformed Church, 86 Tavistock Place, London WC1H 9RT.
Telephone no. 020 7916 2020.