

Last Reviewed: 14 February 2019

## Summary

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No volunteer should be out of pocket as a result of a church event, activity or training.

This is so that a) the PCC knows the full cost of its ministry and events, and b) no-one is deterred from a role, ministry or event for financial reasons.

## Licensed ministers

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All expenses incurred by licensed ministers must be paid in full by the PCC, on receipt of an expense claim form, as per their working agreements and diocesan guidelines.<sup>1</sup>

## Other volunteers

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The PCC agrees to reimburse volunteers for the following expenses:

- Purchases made on behalf of the church
- Travel to and from deanery or diocesan events
- Office consumables (e.g. printer ink and paper)

The vicar may at his or her discretion agree to pay other expenses, after a discussion with the volunteer.

## Expenses claim forms

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These are available in the vestry, and must be countersigned by the vicar, treasurer or one of the church wardens.

Receipts must be included when a claim is being made for an item purchased on behalf of the church, or for a church event.

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<sup>1</sup> The reimbursement of the expenses of clergy and paid staff is covered separately.