

Summary

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

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.¹

Other volunteers

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

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.

¹ The reimbursement of the expenses of clergy and paid staff is covered separately.