

Policy Statement

MINISTRY EXPENSE REIMBURSEMENTS

It is the policy of Church to reimburse the pastor and other professional staff members for all ordinary and necessary expenses required for the performance of ministry within and on behalf of the church. This will be in accordance with the regulations governing an accountable reimbursement plan. As set forth in IRS Regs. 1.162-17 and 1.274-5(e) (see attached).

Expenses that are considered by the church to be ordinary and necessary for the performance of ministry include, but are not limited to, the following: on-the-job transportation, out-of-town travel to church conferences and assemblies, professional continuing education, professional materials (books, magazines, journals, papers, tapes, films, office supplies, etc.), professional entertainment and gifts for conducting church business and developing pastoral relationships, professional dues and fees for memberships in religious and civic organizations to represent the church in religious and civic affairs, telephone, professional equipment (communion, office, library, audiovisual, etc.) and the purchase and cleaning of clergy vestments. Childcare expenses are considered to be ordinary and necessary when incurred to enable both minister and spouse to attend church functions for which the presence of the spouse is important to the continuing ministry of the church.

The church, at its discretion, may elect to pay such expenses by direct billing or upon receiving receipts and vouchers from the minister or by paying the minister an expense allowance in advance. When an advance allowance is given, the minister is accountable to the church by documenting how the allowance was used, (business purpose, date, and amount. Such documentation includes the filing of periodic expense reports, no less than quarterly, with substantiating records, receipts and statements. Excess reimbursements need to be repaid to the Employer (church) within 120 days, or additional expenses substituted within 60 days.

The church recognizes the professional nature of ministry and recognizes the right of the minister to use professional judgment in incurring ministry expenses.

The church has the right to limit the amount of ministry expense reimbursements

This policy remains in effect until amended or rescinded.

Adopted by the church on this date: _____ . 20 _____ .

Church Officer: _____
SIGNATURE TITLE