

Pulpit Supply Voucher - 2016
Presbytery of Geneva

Those providing Pulpit Supply should submit this voucher to the church treasurer or other person responsible for compensating a visiting preacher. If full compensation is not provided at the time of the worship service in question, please mail the balance to the preacher at the address shown below. Note: Preaching honorariums are considered by the IRS as regular income, reportable on a person's annual income tax return. If a person receives more than \$600 from one source, that source (church) is expected to obtain the person's Social Security number (see IRS Form W-9) and file a 1099-MISC for that tax year.

Date _____ Church _____

Name of preacher _____

Preacher's address _____

Number of miles from preacher's home to the church (one way) _____

Total miles driven by preacher (round trip) _____

Number of worship services at which pastor preached and led worship _____

Honorarium and mileage due to preacher:

Honorarium _____ (see chart on Pulpit Supply Policy sheet)

Mileage _____ (2016 IRS rate)

Total _____

2015 Suggested Preaching Honorarium Schedule

Churches are expected to provide an honorarium plus mileage for pulpit supply preachers. The following schedule lists the Committee on Ministry (COM) approved minimum honorariums:

If the person who is filling the pulpit preaches two worship services on the same day the compensation is \$100.00.

The minimum compensation for one worship service is \$75.00

Plus travel expenses @ current IRS rate (\$0.57.5 per mile for 2015)

Feedback: Congregations/Supply Preachers – COM wants to know about your church's pulpit supply experience; including ideas for strengthening the pulpit supply ministry and process. Your confidential feedback can be emailed to the Chairperson, COM/Executive Presbyter

* Note: Minister Members of the Presbytery can also be requested to serve communion, baptize children and adults, ordain/install new officers, and conduct funerals and weddings.