Waikato Taranaki Anglicans

RELIEF CLERGY PAYMENTS

GUIDANCE FOR PARISHES & MINISTRY UNITS

When your Vicar, Priest, Deacon or Minister is away for an approved reason, or during a vacancy, visiting clergy often step in to lead services. This guide sets out what we pay, who is paid and how to claim.

$66.50	$133.00	Travel & expenses
PER SERVICE	MAXIMUM PER DAY (MORE THAN ONE SERVICE)	REIMBURSED DIRECTLY BY YOUR PARISH

STANDING COMMITTEE RESOLUTION

RE-IMBURSEMENT FOR PROVISION OF SERVICES DURING CLERGY VACANCIES

That:

a. Any payment for services of visiting clergy, providing ministry where the incumbent Priest and/or Deacon and/or Minister is absent for any approved reason, shall be provided by the Parish or Ministry Unit requiring such services.

b. The payment shall be at the rate of **$66.50 per service** with a maximum of **$133.00 per day** where ministry is provided for more than one service on that day.

c. Travel should be reimbursed at the standard Diocesan rate.

d. Any funds currently held by the Diocese for this purpose will be allocated at the discretion of the Bishops for clergy welfare.

e. This resolution replaces any existing policy of payment at or prior to the date of this resolution.

Based on Standing Committee resolution SC.465, with the rate updated to $66.50 per service and $133.00 per day.

A GRATUITY, NOT A SALARY

Any payments received by Diocesan Licensed Clergy for the leading of services are to be seen as a gratuity, rather than a salary. A salary is a payment for work done. A gratuity is an expression of gratitude for the licensed clergy person and their ministry, therefore, not a payment for their time of the ministry they offer. **Licensed lay ministers are not entitled to claim.**

WHO RECEIVES THE PAYMENT

Non-stipendiary · code N

Any non-stipendiary priest or deacon holding a bishop's licence asked to assist with services is able to receive gratuities at the rate set by the Diocesan Standing Committee, in accordance with their Ministry Covenant. **Paid to the relief minister.**

Full stipend · code F

Ministers on a full stipend are required to give any gratuity received from the taking of services outside their parish to the parish within which they hold office. **Paid to their own parish.**

Part stipend · codes P1 / P2

P1: relief on a day they are not otherwise being paid for: **paid to the relief minister.** P2: relief on a day they are being paid by their own parish: **their parish is reimbursed.** The claim must state which.

All stipended ministers must ensure any gratuity received is in line with their Ministry Covenant.

HOW TO CLAIM

1 Arrange cover
The parish or ministry unit arranges a licensed priest or deacon to lead services while the incumbent is absent for an approved reason or during a vacancy.

2 Complete the claim form
The parish or ministry unit completes the **Relief Clergy Claim Form**. One form can cover several relief clergy: list each person once in section 2 (numbered 1–5), then add one line per service with the date, church, service and that person's number. Monthly claims are ideal.

3 Apply the rate
$66.50 for each service, up to a maximum of $133.00 per person for any one day. Add up each person's services and enter their total in section 2.

4 Confirm who is paid and authorise
Enter each person's status code (N, F, P1 or P2) so we know whether to pay them or their parish (see page 1). The Vicar, Priest-in-charge or a Churchwarden then signs to authorise the claim.

5 Email the claim
Send the completed, signed form to admin@wtanglican.nz. A clear scan or phone photo is fine.

6 We check and confirm
We will check the claim and process payment. If we need an IR330C or bank account confirmation (see below), the Diocese will contact the relief clergy directly. The cost is met by the parish or ministry unit that requested the services.

TAX CODE & BANK DETAILS: MAY BE REQUIRED

For some relief clergy we may need the following before we can make payment. **If so, the Diocese will contact the relief clergy directly, not the requesting parish**, so parishes do not need to collect or send these.

- **IR330C Tax rate notification for contractors** from Inland Revenue, completed and signed by the relief minister (where payment is made to them). The recommended activity is **16 Honoraria**. As this is a self-assessment, they may select whichever activity they believe best describes their circumstances.
  Download: ird.govt.nz › IR330C form (PDF) · or search "IR330C" at www.ird.govt.nz
- **Confirmation of bank account name and number on bank letterhead** for the relief minister (for example, a bank-issued account confirmation letter or a statement header showing the account name and number).

TRAVEL & EXPENSES

Travel and other reasonable expenses are **reimbursed directly by the parish** to the relief minister and are not claimed on this form. For mileage, parishes may wish to use the current Diocesan mileage rates published on the WTA website under Parish Administration › Parish Finance forms.

GOOD TO KNOW

- The $133.00 daily maximum applies per person, per day, however many services are led that day.
- For status F or P2, name the minister's own parish on the form so we can reimburse it. A part-stipend minister with both P1 and P2 days goes on two lines.
- Questions? Email admin@wtanglican.nz and we'll be glad to help.

SEND CLAIMS TO admin@wtanglican.nz