

Parish of St. Christophers, Hinchley Wood, Esher KT10 0AQ

Clergy Expenses Policy - Appendix

The PCC of St. Christopher's Church, Hinchley Wood are committed to reimbursing clergy expenses in Full. We adopt the guide given by the national church and found on the following website.

<https://www.churchofengland.org/sites/default/files/2017-10/parochial-expenses-guide-2017.pdf>

For clarity we have further adopted the following:

Telephone (paragraphs 17- 20)

The PCC will reimburse a reasonable proportion of telephone costs to reflect actual business usage, including line rental, non-inclusive calls, and internet access charges.

- 75% of line rental costs;
- 75% of non-inclusive calls
- 50% of internet access charges

The PCC recognises that mobile telephony is essential for efficient communication today, and provides the ability to receive and send emails and access information quickly for business purposes. However, it also provides significant personal usage. Therefore the PCC will reimburse

- 50% of the monthly charges of a mobile phone contract.

Where it can be shown that business usage exceeds these levels, further evidence is required for a claim to be accepted.

Part time clergy appointed to the benefice are also able to claim based on a pro-rata assessment of their business / private usage of telephone and internet services.

Hospitality and Subsistence (paragraph 27)

The PCC recognises that part of the role of clergy is to attend meetings and events where hospitality is shared. In so far as the event is an official part of the role of the priest, hospitality will be reimbursed at actual cost, on the production of receipts.

Where the clergy are expected to attend parish activities and events, including mission and outreach activities of the parish, the PCC will either provide tickets for the event, or reimburse the costs. If the event is such that the spouse of the clergy would also be expected to attend, then the PCC will also cover this cost, such that clergy are made to feel awkward about involving their family in Church activities.

Other Expenses

This appendix is a guide, and for the sake of clarity. If there is further need to clarify what is an acceptable expense, the PCC empowers the Standing Committee to give further guidance on occasional items. Guidance on regular expenses should be reported to the PCC when the clergy expenses policy is reviewed on an annual basis.