

COMMITTEE ON MINISTRY
PRESBYTERY OF FLORIDA
GUIDELINES FOR PULPIT SUPPLY AND
SESSION MODERATOR HONORARIA

The following are strongly recommended guidelines for honoraria to be provided to those who fill our pulpits as guest preachers or moderators our Sessions / Congregational Meetings.

Do we always provide an honorarium for the visiting minister?

Always, with this exception: If a minister is filling your pulpit at the request of an invitation, agency, or governing body he or she represents, no honorarium is called for. Whenever the preacher is filling the pulpit or moderating the Session / Congregational Meeting as a service to the pastor, the session or congregation, an honorarium should be given.

It is easy to rationalize that a presbytery or church agency staff minister is already paid from church funds and needs no honorarium. Consider, however, that nearly all the preachers who supply your church prepare their sermons and come to your church during hours, which they would otherwise enjoy with their families and as leisure time. An honorarium should be given *unless* they clearly have come to fulfill a staff responsibility.

How much should be paid for an honorarium?

The amount of an honorarium will vary according to the means of the church and the value it places on the preaching of the Word. We recommend the following amounts, in addition to reimbursement for travel:

Very small churches (under 50 members).....	\$100
Small churches (51- 150 members).....	\$125
Medium churches (151-500 members).....	\$150
Large churches (over 501+ members).....	\$250

For two morning services (same sermon), add at least 25%

For a second service (different sermon), add at least 75%

The Committee on Ministry recommends that the honorarium for a **Moderator of the Session or Congregation Meeting** be at least 1/2 of the above-recommended amounts.

Reimbursements: The standard IRS mileage reimbursement is recommended for the full round trip mileage. Meals and lodging away from home, should be reimbursed appropriately.

Presenting the honorarium:

The honorarium may be handed discreetly to the supply minister or moderator immediately prior to or after the service or meeting in an appropriate location by a member of the session, or mailed a day or so after the service. When treasurers are instructed to mail the honorarium, the Clerk of Session or Chair of the Worship Committee should check with the treasurer later in the week to make sure this has been done.