

Supply Clergy Check Request & Time Record

Date Requested	
Date Needed:	
Payable To:	
Memo:	

Requested by:		Date:	
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Approved by:		Date:	
<i>Designated Representative's signature</i>			

Processed by:		Date:	
		Date Mailed:	

Schedule A: Honoraria Guidelines for Supply Clergy (Priests) Without a Letter of Agreement:

A	Supply Priest (base as 1 single service)		\$150
B	Each extra service thereafter in a given day (=Base + \$50x # of extra services)	\$50/per # extra services	\$ _____
C	High Holy Day Supply / Midweek w./ homily (base as 1 service)		\$150
D	Each service thereafter in a given day (=Base + \$50x # of extra services)	\$50/per # extra services	\$ _____
E	Assisting Base and/or Midweek service w./ no homily		\$75
F	Each service thereafter in a given day (=Base + \$50x # of extra services)	\$50/per # extra services	\$ _____
G	Wedding Officiant		\$250
H	Premarital Prep. Visits	\$40/hr	\$ _____
I	Pre-sacramental Counseling	\$40/hr	\$ _____
J	Celebration of Life (C.O.L.) Officiant		\$150
K	Committal Service (if same day as C.O.L.)		\$50
L	Committal Service (apart from C.O.L / on separate day)		\$75
Other Duites:			
M	Teaching (\$50 per class; unless otherwise negotiated)	\$50/class	\$ _____
N	Pastoral "On-Call" (\$25 per day)	\$25/day	\$ _____
O	Pastoral Visitations (\$40 per hour)	\$40/hr	\$ _____
P	Representing congregation / meetings (\$25 per hour)	\$25/hr	\$ _____
Reimbursable Expenses:			
Q	Mileage (@ IRS reimbursement rate/mile)	IRS rate/mile	\$ _____
R	Lodging (if > 100 miles)	negotiated ahead	\$ _____
S	Food Per diem (if > 100 miles), based on overnight	\$75/day	\$ _____
T	Other reimbursable expenses, as negotiated based on context		\$ _____

See next page for Clergy Record of Services Performed

