

***Honoraria Guidelines for
Pulpit Supply Ministers
Moderators of Session
Moderators of Congregational Meetings
Presbytery of Florida***

The following are strongly recommended guidelines for honoraria to be provided to those who fill our pulpits as guest preachers or moderator 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. Unless they clearly have come to fulfill a staff responsibility, an honorarium should be paid.

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)	\$ 75 to \$100
Small churches (under 150 members)	\$100 to \$125
Medium churches (150-500 members)	\$100 to \$150
Large churches (over 500 members)	\$150 to \$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 Congregational Meeting be at least 1/2 of the above-recommended amounts.

Round trip travel amounting to more than 30 miles, and meals and lodging away from home, should be reimbursed appropriately. The recommended rate of reimbursement is the standard IRS mileage reimbursement, which currently (through December 31, 2016) is 54¢ per mile.

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.