



The Church of Scotland

Pulpit Supply Fees for Vacant Congregations

Congregation	
Name	
Congregation Number	
Presbytery	
Vacant from	(month / year)

Dates of Pulpit Supply being claimed for (Sunday services only)	
Supply carried out by	
Supply Fee per service	
Total to be Reclaimed	

All payments will be made by BACS unless you advise us otherwise, in writing. We aim to make payments within 30 days of receipt of your claim.

Bank Sort Code	Bank Account Number
Signature	

Please complete and return to Stewardship & Finance, 121 George Street, Edinburgh, EH2 4YN or email to vacancy@churchofscotland.org.uk

REGULATIONS GOVERNING PULPIT SUPPLY FEE CLAIMS DURING VACANCY

- 1. Congregations who are vacant, (or with less ministry than allocated in the Presbytery Mission Plan) may claim for Sunday service pulpit supply fees paid during the vacancy.**
- 2. The Pulpit Supply Fee shall be a standard fee of £100.00 and £150 for linked charges.**
- 3. A maximum of £100 / (£150 for linked charges) may be claimed per week.**
- 4. Where possible, claims for pulpit supply should cover a minimum of one month of supply fees and should be submitted within 3 months of the dates being claimed for. Failure to submit a claim within this timescale may result in the payment being refused.**
- 5. The fee thus calculated shall be payable in the case of all persons permitted to conduct services (and eligible to be paid for conducting services) under 2018 Parish Ministry Act .**
- 6. Travelling expenses paid for pulpit supply are NOT reclaimable in the case of vacant congregations.**