



The Presbytery of  
**DONEGAL**

# Procedures for When a Moderator is Appointed by The Presbytery & Procedures for Pulpit Supply Compensation

## WHEN IS A MODERATOR APPOINTED?

When a congregation is without a pastor who is a Presbyterian teaching elder, a moderator shall be appointed by the presbytery. For some congregations this “vacancy” is a temporary one, while they search for a pastor or await the appointment of a temporary pastor. Some congregations might be served by a Committed Ruling Elder or an ordained minister from another denomination; both of these situations require the appointment of a moderator who is a PC(USA) teaching elder. Some smaller membership congregations might be served solely by a moderator and pulpit supply preachers.

## WHO APPOINTS THE MODERATOR?

The presbytery appoints moderators, based upon the recommendation of the Connecting our Ministry Committee, in consultation with the session.

## POLICIES ON MODERATOR COMPENSATION

The compensation schedule for appointed moderators is set by the presbytery. Compensation is based upon the amount of time involved for administrative and pastoral care. Appointed moderators shall receive a 1099 tax form from the treasurer of the congregation for each tax year in which they serve. Under no circumstances is it appropriate for the moderator to “donate” her or his time, or for the congregation to request that the moderator do so. This creates financial inequity between congregations with moderators. Moderators shall be paid monthly, unless a more frequent payment schedule is agreed upon by the moderator and the session.

## DUTIES OF APPOINTED MODERATORS

The duties of appointed moderators are to:

- Moderate Session meetings
- Moderate Congregational meetings when available
- Serve as mentor/supervisor for appointed Commissioned Ruling Elders or student pastors.
- Officiate at Weddings and Funerals, as available (see section on honoraria), or to be consulted before other officiants are arranged
- Provide Crisis (life threatening/life ending) hospital calls, when contracted to do so
- Submit a quarterly Moderator’s Report, either in print or electronically to the Connecting Our Ministry Committee

- Home communion, Nursing Home and Homebound visitation will be handled by elders and/or deacons, unless prior compensation arrangements have been negotiated with the moderator

## COMPENSATION SCHEDULE

### 1. **Appointed Moderator: With Additional Pastoral Care and Administrative Care**

- a. For months in which a session meeting is held, the moderator's compensation shall be \$150.00. This entitles the session to up to three hours of administrative or pastoral care in addition to the session meeting. (This includes travel time if hospital visitation is requested.) Compensation shall be made whether the session requests the hours or not, and the hours do not "roll over" to the next month. In smaller membership congregations a session meeting may not be necessary every month. Session meetings shall be held at least quarterly.
- b. For months in which a session meeting is NOT held, the moderator's compensation shall be \$75.00. This entitles the session to up to three hours of administrative or pastoral care. Compensation shall be made whether the Session requests the hours or not, and the hours do not "roll over" to the next month.
- c. Pastoral care or administrative service beyond three hours/month shall be compensated at \$25.00 per hour, with the moderator submitting a monthly statement.
- d. Vouchered mileage to Session meetings and for pastoral/administrative care shall be reimbursed at the IRS approved rate. Telephone expenses, if long distance charges or cellphone minute charges are incurred, shall be reimbursed, along with other negotiated expenses.

### 2. **Appointed Moderator: Meetings Only**

- a. Compensation for a moderator appointed only to moderate meetings of session or congregation shall be \$75.00 per meeting. No further administrative or pastoral care is expected from the moderator. Pastoral care is handled by officers of the church, or through contract with an available pastor.
- b. Vouchered mileage to Session meetings and for pastoral/administrative care shall be reimbursed at the maximum IRS approved rate. Telephone expenses, if long distance charges or cellphone minute charges are incurred, shall be reimbursed, along with other negotiated expenses.

### 3. **Appointed Moderator: Supervising a Commissioned Ruling Elder or Student Pastor**

- a. Compensation for an appointed Moderator supervising a Commissioned Ruling Elder or student pastor shall be \$150/month for months in which a session meeting is held, and \$75 per month for months in which no meeting of the session is scheduled. This fee covers moderating session meetings, and a monthly supervision meeting with the CRE or student pastor.

- b. Pastoral care or administrative service beyond moderating meetings and supervising the lay or student pastor shall be compensated at \$25.00 per hour, with the moderator submitting a monthly statement.
- c. Vouchered mileage to Session meetings and for pastoral/administrative care shall be reimbursed at the IRS approved rate. Telephone expenses, if long distance charges or cellphone minute charges are incurred, shall be reimbursed, along with other negotiated expenses.

**4. Appointed Moderator: Pulpit Supply and Pastoral Care Provided by a non-Presbyterian Temporary Pastor**

- a. In cases where a non-Presbyterian pastor is providing pulpit supply and/or pastoral care, a moderator who is a teaching elder in the presbytery must be appointed. Compensation for the moderator shall be \$75.00 per meeting.
- b. If any pastoral care or administrative service is required, the moderator shall be compensated at \$25.00 per hour, with the moderator submitting a monthly statement.
- c. Vouchered mileage to Session meetings and for pastoral/administrative care shall be reimbursed at the maximum IRS approved rate. Telephone expenses, if long distance charges or cellphone minute charges are incurred, shall be reimbursed, along with other negotiated expenses.

## CONGREGATIONAL MEETINGS

When a Congregational Meeting is moderated by:

**1. An Appointed Moderator with a pastoral/ administrative care contract:**

Compensation shall be included in the regular monthly fee, provided the three hours of allotted administrative or pastoral care have not been exceeded. Otherwise, compensation shall be \$75 per meeting.

**2. An Appointed Moderator without a pastoral/administrative care contract:**

The compensation for moderating a meeting of the congregation shall be \$75 plus mileage.

**3. Another Teaching Elder in conjunction with a Pulpit Supply Engagement:**

It is appropriate to ask a pulpit supply preacher who is a teaching elder to moderate a brief meeting of the congregation to conduct routine business. If the congregational meeting is immediately following worship and lasts less than 15 minutes, then it may be included in the pulpit supply honorarium (although a small increase is always appreciated for the additional time and preparation.) If the meeting is more substantive, this should be coordinated with the moderator of the session and COM representatives regarding who best should be appointed to moderate. The honorarium to officiate at a meeting of the congregation that lasts more than 15 minutes, or that is not directly before or after worship, is \$75 in addition to the pulpit supply honorarium. Mileage should be paid at the IRS approved rate unless included with the pulpit supply compensation.

#### 4. **Another Teaching Elder Not in Conjunction with a Pulpit Supply:**

If the congregational meeting is not in conjunction with a compensated preaching engagement, the compensation to moderate the meeting shall be \$75.

### **ARRANGEMENTS FOR WEDDINGS AND FUNERALS**

All sessions should adopt a wedding policy that includes the approved honorarium for officiating at a wedding. The policy should include the cost of any materials for pre-marital counseling and a stipend for pre-marital counseling if this is not covered in the salary of a pastor. Before a wedding is approved, the couple should be provided with this policy and agree to any fees. This is even more important to arrange when a congregation has a moderator and pulpit supply preachers, but no pastor.

Funerals are part of the duties of pastors, although an additional honorarium is often provided by the family, either directly or through the funeral home. When a congregation is relying upon a moderator and neighboring pastors for funeral coverage, the session should make sure that an honorarium is provided to the officiant, usually by the family. If cost is an issue for the family, the session should provide the honorarium.

### **PULPIT SUPPLY COMPENSATION**

Worship and sermon preparation is a craft. It takes time, skill and commitment during the week to prepare. Sunday mornings involve travel time, worship preparation time onsite, and the actual conduct of the services of worship.

**The minimum honorarium for a pulpit supply preacher shall be \$125 for one service and \$150 for two services. Mileage at the IRS approved rate should be included in addition.**

An honorarium should be provided to any preacher filling the pulpit on any occasion when he/she is there in the absence of the pastor or at the convenience of the church and/or the pastor. Exceptions would be when a representative is in the pulpit at the request of the institution, program, or church agency whose cause is being represented and whose presence has been requested by that agency, institution, or cause.

Example: If your pastor is to be on vacation and you request Dr. Feedmore, President of the local food bank, to fill the pulpit, an honorarium is to be provided. If, on the other hand, the food bank requests the opportunity for Dr. Feedmore to be heard in your pulpit on behalf of the organization, there would be no honorarium provided (although a donation might be the result!)

When members of the presbytery staff are invited to preach for routine pulpit supply coverage, this is in addition to their regular presbytery duties, and should be compensated according to the honorarium guidelines. When members of the presbytery staff are scheduled to lead worship as part of presbytery

partnership with the congregation, then an honorarium is not expected. Travel expenses are always welcome to be applied to travel budgets. Examples would include the Sunday after the departure of the pastor, or to express care during a traumatic event.

When the Executive Presbyter is scheduled to preach, this is part of the duties of the EP. No compensation is expected, although donations to mission causes in the presbytery are always welcome, as are contributions to the travel expense budget.