

Diocese of Nova Scotia and Prince Edward Island  
**HR Policy 2.1.29: Remuneration of Parish Incumbents,  
Pastoral Administrators, and Sunday Supply**

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## 1. PURPOSE

Clergy, Lay

When the Anglican Diocese of Nova Scotia and Prince Edward Island (the Diocese) experiences vacancies for Parish clergy, the Parish works with the Bishop to find a reasonable solution for sacramental, pastoral, and administrative coverage. This coverage may be brief — as for a specified leave — or longer in term as for an interim between Rectors. During this vacancy, the Bishop may appoint a clerical Incumbent or a Pastoral Administrator (Clerical or Lay) to attend to these Parish requirements.

## 2. OVERVIEW

This policy is an amalgamation of Policy 2.1.4: Remuneration of Priest-in-Charge, Policy 2.1.9: Fees for Occasional Services Outside the Parish Where the Individual Holds a License, and Policy 2.1.18 (A): Remuneration for Part Time employment of Clergy. Policy 2.1.29 is intended to be cross-referenced with Policy 2.1.2: Diocesan Travel. Together, these policies form the foundation of a contract for temporary parish employment of an individual licensed for ministry by the Bishop. These individuals must meet all requirements to be licensed by the Bishop in the Diocese, including: adherence to SafeR Church policies (Diocesan and Parish), Policy 2.1.17: Sexual Misconduct Policy, and Policy 2.1.27: Confidentiality and Non-Disclosure Agreement. The rates set by this policy are subject to indexing by annually agreed upon COLA rates. Other fees, monies, or special arrangements may not exceed or disallow CRA restrictions.

## 3. SCOPE

This policy applies to remuneration for ministry positions in the Diocese to be reimbursed via a daily fee schedule and excludes persons appointed to Contractual Part Time Appointments in receipt of salary or salary plus housing allowance. It also outlines Sunday Supply rates.

## 4. DETAILS

- a. The fees itemized are due to a minister, appointed Incumbent (formerly Priest-in-Charge) or Pastoral Administrator, of a vacant parish. Occasional Service fees are due to any Cleric or Lay person contracted to lead services, with the permission of the Bishop, and not exceeding the parameters of reimbursement legislated by their Order. Cross-reference adherence to Bishop's Policy 1.1.21 (CAPP), Bishop's Policy 1.1.22 (Deacon), and License Lay Ministers Handbook (Licensed Lay minister).
- b. An Incumbent or Pastoral Administrator will be reimbursed directly by the Parish for travel expenses according to Policy 2.1.2: Diocesan Travel.
- c. The duties of an Incumbent or Pastoral Administrator may include: Sunday Services, Weddings, Funerals with pastoral contact with the family, all preparatory work for the above duties, pastoral emergencies determined by the Wardens, and any other duties that may be assigned by the Bishop (in person and/or on alternate platforms, including Zoom and MS Teams and any other means of engagement). These duties also include participation in Clergy Days, Clericus, and Regional Council meetings.

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## 5. FEE SCHEDULE

Monthly Reimbursement for Incumbents or Pastoral Administrators: \$125/month, general services reimbursement.

Daily Reimbursement for Incumbents or Pastoral Administrators: \$200/day, pro-rated if necessary for each day or part of day spent in the service of the parish, whether in person or on alternate platforms, including Zoom and MS Teams and any other means of engagement.

Occasional Services for Incumbents, Pastoral Administrators, or Sunday Supply: a minimum of \$175 for the first service and \$35 for each additional service using the same scripture readings in the same parish, in the absence of pre-established fees (i.e. funeral, wedding, or other Parish Council approved special service fees).

- If physical gatherings for worship are not possible, this fee applies equally to preparation of a service and sermon and its distribution by paper, email on the internet, by video recorded and uploaded to the internet, or by livestream.
- When a worship service is cancelled within 48 hours of when it was due to take place, the Clergy or Licensed Lay Minister that had agreed to lead the worship will receive compensation at the indicated rate.

Mileage, subject to Policy 2.1.2: Diocesan Travel, will be added to these reimbursements unless otherwise and explicitly negotiated. Note: According to CRA restrictions, travel between the home and Office or Church is not a tax-exempt travel expense for Contractual Part Time Appointments of Incumbents or Pastoral Administrators. However, arrangements to reimburse this mileage may be agreed upon between the parish and appointee. (See Appendix.) Travel between home and Church is a recognized travel expense for those fulfilling Sunday Supply (paid directly by the parish and does not take advantage of our payroll system).

## Appendix 1

Reimbursing travel between the home and Office or Church for permanent- and temporary-part-time Clergy, Incumbents, or Pastoral Administrators:

The monthly form (Payroll Advice Form) to be completed by Parish Wardens or Treasurer will include a section on mileage. At the agreement between parish and permanent- and temporary-part-time Clergy, Incumbents, or Pastoral Administrators, an agreed-upon fee for travel will be added to the daily rate. This reimbursement should mirror actual mileage expenses (to and from the home) and may not exceed the agreed-upon Diocesan mileage rate. This amount is added to the individual's payroll and subject to appropriate payroll deductions.