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**TO:** ALL PASTORAL CHARGES, EAST DISTRICT (**Board Secretaries, Ministers, and District Delegates**)

**RE:** POLICY FOR LAY PERSONS PROVIDING WORSHIP LEADERSHIP WHO ARE NOT DESIGNATED AS MINISTRY PERSONNEL

**DATE:** FEBRUARY 12, 2018

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Greetings from East District!

At a meeting held on November 29, 2017, East District Executive adopted the following policy with respect to persons who are not designated as Ministry Personnel:

- 1. That any person not designated as a Ministry Personnel (Lay Person), who, from time to time, help Pastoral Charges with worship leadership and preaching, cannot exceed more than four (4) Sundays per quarter per year.**
- 2. That worship leadership in individual congregations on a multi-point charge count as worship leadership to the charge. (A lay person could lead one or more services on a Sunday, and that would count as one preaching visit. A preaching visit to three (3) congregations in successive weeks would count as three (3) preaching visits.)**
- 3. An honorarium of not less than \$100 (one hundred) may be paid for the day, irrespective of the number of congregations preached in, plus travel and incidental expenses (meals, etc.)**
- 4. Honoraria to the lay person shall be paid through the Central Treasurer of the Pastoral Charge upon submission of a record of service from the lay person.**
- 5. If the lay person receives in any year more than \$500 (five hundred) for services (excluding travel and incidental expenses), the Central Treasurer shall issue a T4A for income tax purposes.**
- 6. The Session/Worship Committee shall report monthly to the Pastoral Charge Supervisor the names of the lay persons and the dates on which they were provided worship leadership.**
- 7. The Pastoral Charge Supervisor will convey this information to East District Pastoral Relations Chairs, who will verify that the Pastoral Charge and the lay persons are adhering to this policy. Pastoral charges and lay persons are reminded that they must adhere to the Policy of the East District.**