



St. Peter's Episcopal Church

A Faith Community Offering Hospitality, Hope and Healing

Ministry Expense Reimbursement Procedure

Adopted December 15, 2013

The Vestry of St. Peter's is grateful to the many parishioners who generously share their time and talents to provide Christ-centered, meaningful hospitality and ministry to fellow parishioners as well as the community in the name of St. Peter's Episcopal Church.

At times, these parishioners incur out-of-pocket expenses to pay for the materials St. Peter's uses in its ministries in the name of St. Peter's Episcopal Church. The Vestry agrees it is good and just stewardship to reimburse parishioners for the cost of these materials.

The Vestry hereby establishes the following guidelines for parishioner reimbursement of St. Peter's upfront ministry expenses.

- Parishioners intending to incur out-of-pocket expenses for ministry done by St. Peter's Church needs to notify the Vestry or Committee Chairperson responsible for that ministry.
- The Vestryperson or Chairperson will discuss ceiling amounts for anticipated materials.
- The Vestryperson or Chairperson will complete the *Ministry Expense Reimbursement Voucher* and have it authorized by the Rector or Senior Warden.
- The Vestryperson or Chairperson will then authorize the parishioner to purchase the necessary ministry materials.
- The Junior Warden incurring out-of-pocket expenses less than \$100 or for projects in the budget does not need to complete the voucher.
- Standard supplies for the sexton will not need the voucher.
- The completed *Ministry Expense Reimbursement Voucher* with the names of the parishioners to be reimbursed and the amounts will be given to the bookkeeper for processing.
- Receipts documenting the amounts are to be attached for bookkeeping records. If no receipt can be provided, the reason why must be documented for auditing purposes.

These procedures may be amended as needed by a quorum at a regular Vestry meeting.

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