

## **Pastor Search Committee Expenses**

*Understanding that there will more than likely be expenses related to securing the next pastor, the following guidelines should be followed:*

- 1. All expenses should be coordinated through the chairman of the search committee.*
- 2. Reimbursement should only be expected when there are receipts submitted to the church.*
- 3. It is recommended that the cost of the Pastor Search Committee would come from the line item in the church budget: Pastor's Salary or other related line items. However, it would be wise to save as much of the pastor's salary for moving expenses for the pastor your church will select, since there probably is no provision in the budget for these related expenses. There may not be enough in the budget to cover a long time of pulpit supply. You may also need this expense to come from the Pastor's Salary line item.*
- 4. A monthly allotment should be established early in the search. If it appears that expenditures will exceed the monthly allotment, church approval should be received prior to financial commitment, if at all possible.*
- 5. Reimbursements should be expected for the following items:*
  - A. Transportation, meals, and lodging of the search committee in route to interview a prospective pastor. (Gasoline can be purchased for the vehicle, or mileage could be paid. Discuss with local businessmen the allowed reimbursement cents per mile.)*
  - B. Postage expenses related to the search.*
  - C. Telephone expenses related to the search. (The church phone should be used as much as possible to call the candidate. Should the candidate call, it would be good to offer to call him right back so he would not have to pay for the call.)*
  - D. Transportation, meals, and lodging of the candidate to and from the church field. (A suggested amount for car expenses would be 30 to 34 cents per mile.)*
- 6. Any other expense related to searching for a pastor that is approved by the church. The committee should be fair and frugal with expenses. The search could last for several months.*