

## **Church Support for Family Leave Application 2023**

### **Presbytery of Great Rivers**

This fund will reimburse the cost of pulpit supply and session moderation for congregations whose pastors are on paid family leave. According to HSB-06 from General Assembly 225, family leave is currently defined as including but not limited to the following:

- Leave to accommodate the birth, foster placement, or adoption of a child;
- Leave to provide care to an ill or disabled family member;
- Leave to heal following a loss or tragic event.

In order for a church to receive this grant the Minister of Word and Sacrament (installed or under a contractual temporary relationship) or Commissioned Pastor must continue to receive their pay and benefits during the leave.

In 2023, reimbursement rates are:

- Session moderation: \$50 for each meeting plus mileage reimbursed at the current IRS rate.
- Pulpit supply: \$150 for one service; \$190 for multiple services on the same day plus mileage reimbursed at the current IRS rate.

In 2023, a maximum grant of \$1500 will be given per congregation.

Applications will be considered on a rolling basis by the Visioning Team. Awards will be prioritized for churches most in need, as this fund is intended to help congregations make ends meet during family leave. Funds are limited, so please apply as soon as family leave is approved. If emergency leave is taken, please apply for reimbursement as soon as possible even if costs have already been accrued. Approved grants will be administered by the presbytery treasurer, and reimbursement requests can be submitted directly to their office.

**Church Support for Family Leave Application**  
**Presbytery of Great Rivers**

Please submit to [visioning@greatriverspby.org](mailto:visioning@greatriverspby.org), or to 3601 N Sheridan Road, Peoria, Illinois 61604.

1. Congregation Name:\_\_\_\_\_.
2. Congregation Address:\_\_\_\_\_.
3. Applicant (must be Clerk of Session):\_\_\_\_\_.
4. Phone number of applicant:\_\_\_\_\_.
5. Email of applicant:\_\_\_\_\_.
6. Enclose the minutes of the relevant Session or board meeting when family leave was approved, plus effective date of leave.
7. Length of paid leave:\_\_\_\_\_.
8. Anticipated costs (pulpit supply + Session moderation, if needed):\_\_\_\_\_.
9. How much has your congregation budgeted for pulpit supply, and how much have you spent to date? \_\_\_\_\_.

Your application will be reviewed by the Visioning Team, and you can expect a response after the team's next quarterly meeting.

## Church Support for Family Leave Reimbursement Form 2023

### Presbytery of Great Rivers

Please submit this form to Bookkeeper Sabrina McGrath at [smcgrath@greatriverspb.org](mailto:smcgrath@greatriverspb.org) or 3601 N Sheridan Road, Peoria, Illinois 61604. Requests for reimbursement can be sent monthly, or at the end of paid leave. Maximum amount of reimbursement per application is \$1500. Funds will be sent directly to the congregation.

All reimbursement requests must be sent on one form. You may submit a partial request; the completed form will be returned with your check so that you can keep track of the running total. Please use the same form for any further reimbursements.

Reimbursement rates are:

Session moderation: \$50 for each meeting plus mileage at the current IRS rate.

Pulpit supply: \$150 for one service; \$190 for multiple services on the same day plus mileage at the current IRS rate.

IRS rate as of 10/2022: 62.5 cents per mile

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