

STUDY LEAVE SCHEME - CLAIM FOR REFUND OF PULPIT SUPPLY

Form to be completed by the Church Treasurer
All payments will be made by BACS unless you advise us otherwise, in writing.

Name of Church receiving pulpit supply	
Minister on Study Leave	
Minister providing Pulpit Supply	
Dates of Pulpit Supply	
Pulpit Supply fee	£
Travel costs of supply	£
Total cost	£
The Church Sort Code	
The Church Account Number	
Name of Treasurer	
Treasurer's email address	
Church address	
Signature	[initial if being sent via email]

This PDF form should be downloaded before completing. Please save the completed PDF form before attaching and emailing to: studyleave@churchofscotland.org.uk.

or, fill in a printed form clearly in ALL CAPS and send to the address below:

Study Leave
The Church of Scotland
Ministries Council
121 George Street
Edinburgh
EH2 4YN

NOTES

Please supply appropriate documentation of payment of Pulpit Supply.

CURRENT RATES

One diet of worship - Standard Fee (£55)

Additional Services - £15 each

Where two people conduct two services, the fee is shared equally.

Please specify the dates and numbers of services each Sunday your Congregation requires reimbursement for during your study leave.

Please specify the details of travel costs e.g. public transport, number of miles at 25p per mile etc.

The Treasurer's signature will be required to confirm payment.

Please do not use this form for locum payments. Locum cover is only payable with the prior agreement of both Ministries Council and Presbytery. Information about locums is available by contacting the team at StudyLeave@churchofscotland.org.uk - we recommend that you do this sooner rather than later.

