

STUDY LEAVE SCHEME - CLAIM FOR REFUND OF PULPIT SUPPLY

Form to be completed by the Church Treasurer within three months of the pulpit supply date. All payments will be made by BACS unless you advise us otherwise, in writing.

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|--|-----------------------------------|
| 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 | |
| Church'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
Faith Nurture Forum
121 George Street
Edinburgh
EH2 4YN

NOTES

Please supply appropriate documentation of payment of Pulpit Supply.

CURRENT RATES

One diet of worship - Standard Fee (£60)

Additional Services - £30 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 45p 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 Faith Nurture Forum 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.

