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Diocese of Bristol | Council for Licensed Lay Ministry

# FAQs for PCCs and LLMs on the payment of expenses

*Why should a struggling parish pay expenses to LLMs?*

* Licensed Lay Ministers make a vital contribution within the Diocese, particularly at parish level. The payment of expenses reflects both recognition of their work and an investment by the PCC into the lay ministry in their parish or benefice.

*What expenses can an LLM claim?*

* LLMs should be reimbursed for any legitimate expenditure incurred through the course of their work.
* Amounts should only be reimbursed for the extra (incremental) cost that LLMs have incurred through the course of their work.

*Can an LLM claim mileage when travelling to their ‘home church’?*

* Not usually. However, if this is an extra service which the LLM would not normally attend (e.g. a crib service), they may claim mileage at diocesan rates.

*Can an LLM claim for mileage if leading the service or preaching at another church in their benefice?*

* Generally, yes, if this church is not their ‘home church’. It is recommended that the excess mileage only is claimed. e.g. if the LLM’s home church is 1 mile from their house, while the other church is 5 miles, the extra mileage (4 miles each way = 8 miles) can be claimed.

*Can an LLM claim for books or preaching resources?*

* We recommend that an LLM should be able to claim for books or preaching resources up to a certain limit per annum. Detailed guidance is given in the full policy, but it is important that the PCC agree on a suitable value for LLM expenses.

*Can an LLM claim for hospitality (e.g. lunches, drinks)?*

* No, unless agreed with the PCC in advance.

*Should the PCC pay for an LLM to attend the LLM Conference?*

* We strongly recommend that LLMs take advantage of diocesan training. Much of this is free. The LLM Conference is not free but we urge the PCC to cover the full cost of this occasional conference. If the PCC cannot pay the full amount (possibly due to multiple LLMs in the benefice), the LLMs should contact the Warden of Readers to seek extra funding.

*I am an LLM in well-paid employment. I do not need to claim expenses. Why should I claim?*

* Claiming expenses helps the PCC to see the fair cost of LLM ministry.
* It allows those who do need to claim, to do so easily.
* Claiming expenses then donating an equivalent amount allows the PCC to claim Gift Aid (if applicable) which increases the value of your donation.

*We value our LLM, so how much should the PCC budget for their expenses?*

* The exact amounts may be negotiable but, in 20241, £300 per LLM per annum should be adequate (excluding the occasional cost of robes).