

East Midland Baptist Association

Guidance for EMBA Churches on payment of fees & expenses to the EMBA Regional Team



We have been asked a number of times if we can offer some guidance as to how churches should cover the costs when a Regional Minister comes to visit their church either to preach or be involved in some other meeting/training event or when our Safeguarding Lead or Comms Lead leads a meeting/training for your church.

This guidance offers a suggested approach; however, it is not expected that a church with very limited financial resources should follow it rigorously. Support from our EMBA churches is always welcomed, however no payment of fee nor expenses is expected when the visit is made at the request of a Regional Minister.

ACTIVITY	SUGGESTED <u>MINIMUM FEE*</u>
Taking a Sunday service including taking part in the induction/ordination or farewell of a minister	Mileage + between £60 - £100 (<i>please have regard for preparation and travelling time</i>)
Leading of a church weekend or similar	Mileage + £150 – £200 per day
Leading a training event, conference or similar	Mileage + £150 – £200 per day
Engaging in a mediation process with a church	Mileage + £150 – £200 per day <i>If only part of a day, the payment should be calculated on a pro-rata basis.</i>
Visiting a church/leaders' meeting to address a specific matter at the request of the church or leaders	Mileage + £25 per hour to include preparation and travelling time
A meeting with involvement of the EMBA Safeguarding Lead	Mileage + £40 per hour to include preparation and travelling time

**Mileage expenses should be calculated at 45p per mile (HMRC mileage rate 2025-26)*

Please note **payments should ideally be made by BACS to EMBA. Where this is not possible, a cheque payable to the 'East Midland Baptist Association' or the individual Regional Team member** will be accepted and can be given to the Team member or posted to the EMBA Office c/o West Bridgford Baptist Church, Melton Road, West Bridgford, Nottingham NG2 7NF. Any payment made to the individual Team member will be passed in full to EMBA because all gifts received for the ministry of the Regional Team are used by EMBA to fund the ongoing work of the Association.

EMBA BACS DETAILS

Account Name: EMBA General Account

Sort Code 30-92-59 Account Number 03368748

Reference: Please advise what the payment is for.

We work together as partners in the Gospel, sharing costs and expenses and supporting each other. Please remember members of the EMBA Regional Team will always help and support our EMBA churches in whatever ways they can, regardless of a church's ability to cover their expenses.