



### **Poimen Ministries Suggested Expense Guidelines**

Dear Pastor/Board of Directors,

It is important for you to know that our pastors are not salaried employees of Poimen Ministries and therefore rely upon the Lord for their financial provision, in much the same way as missionaries. Therefore, honoraria are not only appreciated, it is also important for the overall financial needs for each of our team members.

As far as our ministry is concerned, Poimen Ministries serves senior pastors (and thereby their churches) in one or more of the following ways:

*Church Assessments*  
*On-site Transitional Senior Pastor Ministry*  
*Off-site Transitional Support Ministry*  
*Pastoral Coaching*  
*Phone Consultation/Ministry*  
*Sunday Morning Teaching/Pulpit Supply*  
*Sabbatical Support*  
*Retreat or Conference Speaking/Leading*

When we are invited into any of these opportunities, the Poimen pastor is often asked, "What is the appropriate compensation for you to do this for us?"

In response to this question, the Board of Directors of Poimen Ministries has authorized suggested honorarium guidelines for each of the above-mentioned areas of ministry. These guidelines now make it possible for our pastors to answer the question, "How much will this cost?"

Poimen Ministries thanks you for reaching out to us, that we may fulfill our calling and passion, which is to strengthen pastors, to strengthen their churches.

Sincerely in Christ,

A handwritten signature in black ink that reads "Bill Holdridge". The signature is written in a cursive, flowing style.

Bill Holdridge  
Director, Poimen Ministries



## **Poimen Ministries Suggested Expense Guidelines**

### **Church Assessment Ministry**

Church assessments are another set of eyes on a church's ministry. They are usually quite comprehensive in scope; observation sessions typically include attending a board meeting and/or an elders meeting (if separate from the church board meetings), all Sunday and other weekend services, multiple meetings with the senior pastor and his wife (as appropriate), and any other key meetings (as determined by the pastor).

To organize and get started on an assessment, Poimen Ministries sends out a pre-assessment questionnaire for the senior pastor to complete. This questionnaire provides information about the church and identifies those with whom the senior pastor would like us to speak. It also identifies any particular areas of focus important to the pastor.

### **Costs**

- Round trip transportation costs, meals, and lodging while on assignment at the church location.
- Suggested honorarium: a baseline of \$100.00 per day. Assessment days include time with the church, as well as time spent back home writing up the post-assessment report (1-2 days of work on a 20-40-page document).
- Travel days can be remunerated at a suggested \$50.00 per day.
- If church finances are limited, then the church should feel free to discuss alternative remuneration with the Poimen pastor.



## **Poimen Ministries Suggested Expense Guidelines**

### **On-Site Transitional Senior Pastor Ministry**

A Poimen Ministries on-site transitional senior pastor (TSP) is a pastor who relocates to a new area for the purpose of guiding a church through the process of transition to their next pastor. This process involves helping the church to heal or recover from the departure of the senior pastor, and to pastorally lead the church through the process of identifying their next pastor.

As a transitional senior pastor, the Poimen pastor receives the level of authority attributed to the senior pastor in the church bylaws. He is the senior pastor and president of the Board of Directors until the new senior pastor is identified and installed into his ministry with the church.

Note: all on-site TSP assignments must be approved by the Director of Poimen Ministries or his designee.

### **Costs**

- Round trip transportation to and from the church, including hotels, gas, and meals. Upon departure from his home to this assignment, the Poimen pastor should be compensated with a suggested salary of 80% of what the church was paying their former senior pastor. With longer on-site transitions, the TSP may need to return home on occasion. In such situations, the church will cover those round-trip expenses.

Note: without a TSP, the church is without senior pastoral leadership through the process of naming the new pastor. Therefore, a TSP is necessary. The TSP's ministry is quite comprehensive in scope; and since the Poimen pastor will be away from his own home anywhere from four to eight months, his normal expenses need to be covered.

- His compensation of 80% of the former senior pastor will include his housing, food and other living expenses. If the church has a church-owned parsonage or other suitable housing, then that portion of the compensation can be deducted from the 80%.
- Every situation is different; therefore, the church board should feel free to discuss the specifics with the Poimen pastor.



## **Poimen Ministries Suggested Expense Guidelines**

### **Off-Site Transitional Support Ministry**

Off-site transitional support is provided when a church/pastor reaches out to Poimen Ministries for help in the process of transitioning from their current pastor to their next pastor. In such a case, the current pastor will likely be involved on some level in the process of naming his successor.

Off-site transitional support usually involves:

- Helping the pastor identify his future ministry.
- Helping the church board with a plan for the departing pastor's retirement allotment.
- Meeting with the pastor and Board of Directors (BOD), helping them understand the many details of the process in moving forward.
- Assisting the pastor and BOD with a pastoral prospectus which describes the church, community, ideal candidate, and other pertinent information.
- Assisting the BOD in getting the word out about the need for a new pastor, including sending the prospectus to appropriate people/candidates.
- Vetting interested candidates.
- Providing counsel throughout the entire process as the church calls and installs its new senior pastor.
- Follow-up as needed, as requested by the new pastor.

### **Costs**

The suggested honorarium for off-site transitional support ministry should be on sliding scale, depending upon the time and work involved. The Poimen Ministries Board of Directors suggests a minimum of \$500 for off-site consultation, up to a normal of \$1,500 or more.

Poimen Ministries normally recommends a church assessment prior to an on-site or off-site transitional assignment. In that case, please refer to Church Assessment Ministry Costs for specific information.



## **Poimen Ministries Suggested Expense Guidelines**

### **Pastoral Coaching**

A coaching relationship with a pastor usually begins with the pastor's need for a refreshed vision or reminder of his calling. Senior pastors of churches today have many competing pressures which can drain them of energy and passion for what they are ideally suited for and called to do. Our goal is to mostly use good questions and reflective listening to draw out of the pastor what he already knows but may have forgotten, or to inspire new thoughts in God's direction.

A coaching relationship involves multiple conversations which can be done via video conferencing, and which usually last several weeks or more.

Specifically, a coaching commitment consists of a predetermined number of sessions (minimum 3 months); sessions are once per week. Homework is required in every coaching relationship.

### **Costs**

- The cost for a coaching relationship depends upon the number of sessions, and whether or not the Poimen pastor visits the pastor in his church.
- The Poimen Ministries Board of Directors recommends \$50 per session, plus other costs which may be incurred related to the coaching relationship. A session is typically 60-90 minutes in duration. This recommended per session cost is approximately 1/3 the cost of other ministries who provide pastoral coaching.
- If the Poimen pastor visits the senior pastor in his church, then round trip transportation, lodging, and meals should also be provided.



## **Poimen Ministries Suggested Expense Guidelines**

### **Phone Consultation/Ministry**

Poimen Ministries pastors do a lot of ministry over the phone. Aside from specific transitional or coaching ministry, phone consultations are a large part of how we minister to pastors. There is no charge to speak with a Poimen pastor.

However, if there are long-term phone conversations or if there is a developing ministry relationship with a specific pastor, then please refer to Poimen Ministries coaching guidelines, which are repeated here:

### **Costs**

- The cost for a coaching relationship depends upon the number of sessions, and whether or not the Poimen pastor visits the pastor in his church.
- The Poimen Ministries Board of Directors recommends \$50 per session, plus other costs which may be incurred. A session is typically 60-90 minutes in duration.
- If the Poimen pastor visits the senior pastor in his church, then round trip transportation, lodging, and meals should also be provided.



## **Poimen Ministries Suggested Expense Guidelines**

### **Sunday Morning Teaching/Pulpit Supply**

Churches normally have set compensation guidelines they use to determine pulpit fill honoraria.

But in cases where a church asks about costs, the Poimen Ministries Board of Directors recommends the following:

### **Costs**

- Travel, lodging expenses, and meals to be covered (when the Poimen pastor must spend the night).
- Speaking honorarium. A suggested minimum is \$250 per service, two services \$350, three services \$500 (when the same message is delivered three times).



## **Poimen Ministries Suggested Expense Guidelines**

### **Retreat or Conference Speaking/Leading**

When a Poimen pastor is invited to speak or help lead a retreat or conference, it is normal for retreat/conference coordinators to already have expenses and honoraria predetermined. Sometimes coordinators will communicate specifically about financial details ahead of time.

In the rare situations these details have not been predetermined, and the Poimen pastor may be asked about what is normally acceptable.

Again, in the event that there are no such honoraria guidelines in place, please discuss this with the Poimen pastor.

### **Costs**

- Poimen Ministries Board of Directors recommends that round trip transportation, lodging, and meals be covered.
- Retreat/conference speaking honoraria may be determined according to the number of sessions. Typically, this is somewhere between \$500-\$1,000.