

Financial Information for Supervised Ministry Education (Internship)

The United Church of Canada



L'Église Unie du Canada

Financial Information for Supervised Ministry Education (Internship)



Copyright © 2007, 2010
The United Church of Canada
L'Église Unie du Canada

This document is licensed under the Creative Commons Attribution Non-commercial No Derivatives (by-nc-nd) Licence. To view a copy of this licence, visit <http://creativecommons.org/licenses/by-nc-nd/2.5/ca>. Any copy must include this notice.



Ministry Vocations
The United Church of Canada
L'Église Unie du Canada
3250 Bloor St. West, Suite 300
Toronto, ON
Canada M8X 2Y4
1-800-268-3781
www.united-church.ca
minvoc@united-church.ca



Supported by the Mission and Service Fund.

Contents

Checklist for Interns.....	4
Before You Leave for the Internship Site	4
When You Arrive at Your Internship Site	4
During the Internship.....	4
Prior to Leaving the Internship	4
After the Internship.....	4
Financial Information	5
Pastoral Charge Learning Site	5
Intern.....	6
Supervisor and Lay Supervision Team	9
Other Relevant Information	10
Holidays	10
Income Tax and Deductions	10
Driver's Licence	10
Medicare	10
United Church Pension and Group Insurance Plan	10
Other Expenses	10

Checklist for Interns

Before You Leave for the Internship Site

- 1. Please take time to read this information booklet carefully. If you have questions about reimbursable expenses, please call Carla Hacker in Financial Services.
- 2. If you have not heard from your supervisor or a member of the site, contact them to begin developing your relationship. You may need to negotiate things like accommodation, transportation, upcoming meetings, and so on.
- 3. At least six weeks before departing for your internship, send the Request for Travel Advance form if you need travel funds.

When You Arrive at Your Internship Site

- 1. Send the expense report for the actual amount you spent travelling to the internship site, supported by all necessary receipts.
- 2. Send the Request for Housing Allowance form to the General Council Office.

During the Internship

- 1. Keep track of car mileage or public transportation costs related to work on the internship, and submit monthly Travel Expense Reports. Also use these expense reports to claim utilities and telephone expenses if you have moved away from home to complete this internship.
- 2. Complete the midpoint evaluation form, share it with your Supervisor and the Lay Supervision Team, keep one copy, and mail the evaluations to the appropriate groups before January 15.

Prior to Leaving the Internship

- 1. Complete the evaluation form, share it with your Supervisor and the Lay Supervision Team, keep one copy, and mail the evaluations to the appropriate groups before you leave the site.

After the Internship

- 1. The pastoral charge treasurer will give you a Termination of Employment Slip (form 2106) and a T4 Income Tax report.
- 2. Keep receipts for actual costs of your return travel to submit with your final expense report.

Note: Always retain for your records a copy of forms you submit. Forms can be lost in the mail, so your copies are valuable. If any procedure is not clear, please ask in advance.

Financial Information

The General Council Office determines the level of financial support, keeping in mind the needs of students and the budget available to the Internship Program from the Mission and Service Fund. The assumption is that we are not paying a “salary” but are financially supporting a time of learning in supervised ministry education. Expenses are based on actual costs, supported by original receipts and an expense report. Any questions about finances should be directed to Carla Hacker at the General Council Office (see below).

Pastoral Charge Learning Site

The pastoral charge puts the intern on its regular payroll and issues a cheque to the intern based on its normal payment schedule. The pastoral charge receives a grant from the General Council Office in two installments (at the beginning and halfway through the internship). The grant includes financial support for

- intern’s monthly stipend of \$333.49 per week for 34 weeks or \$11,338.66 for 8 months
- actual costs of housing up to \$650.00 per month, **if required and not provided by site**
- employer share of benefits (EI, CPP/QPP, EHT [in Ontario and Quebec])

Expenses related to travel and utilities are claimed by the intern directly to the GCO and reimbursed by cheque to the intern.

Sample Worksheet to Calculate Grant to Pastoral Charge

Basic grant \$333.49 x 34		\$11,338.66
Housing allowance (if eligible) \$650.00 x 8 months		5,200.00
Employer share of benefits (e.g., EI = \$400.57, CPP/QPP = \$445)		845.00 (estimated)
Group insurance premium (Family \$72.80)	<u>Single</u>	<u>36.40</u>
	Total	\$17,420.06
Less insurance costs withheld for payment		36.40
Less pastoral charge contribution (using the maximum as example)		<u>10,000.00</u>
The minimum pastoral charge contribution is \$2,000.00.		
GCO contribution		<u>7,383.66</u>
one-half paid before internship begins		3,691.83
one-half paid halfway through the internship		3,691.83

If the housing costs differ or the pastoral charge contribution is less than \$10,000.00, the figures are adjusted accordingly. When the cheque is forwarded to the pastoral charge, our calculations following this worksheet will be included.

If the pastoral charge learning site has claimed the “**in-kind**” **housing or transportation** deduction for their contribution, they are responsible for ensuring that CRA regulations regarding charitable status are followed.

If this is an **Alternative Internship** (the intern works at the pastoral charge part-time) and the non-congregational ministry setting is not contributing financially, the salary, housing, and utilities financial support will be pro-rated based on the percentage of time spent in the congregational site. The actual amounts will be itemized in a covering letter with the cheque.

St. Andrew’s Internships: Monthly salary, housing, and utilities claims are pro-rated based on the percentage of time spent in the internships (i.e., half-time for 16 months).

Any financial questions can be directed to:

Carla Hacker, Financial Services
The United Church of Canada
3250 Bloor St. West, Suite 300
Toronto, ON M8X 2Y4
Phone: 416-231-7680, ext. 3128
Toll-free: 1-800-268-3781, ext. 3128
Fax: 416-231-3103, Attn: Carla Hacker
E-mail: chacker@united-church.ca

Intern

The GCO National Internship Program is designed to reimburse interns based on reasonable expenses incurred while engaged in the internship. The intern is responsible for submitting a monthly expenses form based on actual costs and countersigned by the Supervisor or a member of the Lay Supervision Team. **Attach original receipts to the expense reports** (except for mileage) for audit purposes. The original receipts also enable the GCO to claim its rebate on GST where applicable. The following items may be reimbursed:

Travel to and from the Internship Site

Travel advances may be requested using the Travel Advance Requisition form. Please clarify on the form whether you are claiming one-way travel or return travel.

Interns should file an expense report as soon as the “travel to” or “travel from” trip has taken place. **Attach original receipts for all expenses** (air ticket, meal, hotel bills, etc.) except for mileage.

GCO pays for actual costs to and from the internship site up to the cost of one return economy airfare.

Moving costs: GCO does **not** pay to move personal belongings, furniture, or vehicles to the internship site.

Travel by air: Please try to obtain seat sale fares, if possible. Seat sales will allow you to take advantage of reduced rates.

Luggage: If you travel by airplane and have excess baggage, please ship it by rail or bus. Shipping costs up to a maximum of \$250.00 may be reimbursed with original receipts. We do not pay air express or airfreight costs. If you travel by car, no extra baggage costs are paid.

Travel by car: If you choose to travel by car and the distance is in excess of 1,000 km, we pay the equivalent of the cost of return airfare for travel for **one person** in lieu of mileage. Meals and accommodation for all those travelling together is reimbursed according to the standard rates listed below.

If you drive to the internship site, the following reimbursement rates apply. These amounts are consistent with the General Council's Travel and Expense Guidelines and are maximum amounts. Every attempt should be made to keep costs as low as possible.

- \$0.41/km most direct route from home to internship site and return (if less than 1,000 km)
- Accommodation reimbursement up to a maximum of \$90.00 plus tax per day
- Meals: The cost up to the following maximums:
 - breakfast: \$15.00/adult
 - lunch: \$15.00/adult
 - dinner: \$25.00/adult
 - no meal receipts required
 - the cost of alcoholic beverages cannot be claimed

Meal and accommodation expenses for travel by the intern's immediate family members may be reimbursed only if they spend at least six weeks with the intern.

Travel Expenses at the Internship Site

All travel that is undertaken as part of the ministry of the internship site is paid for at the rate of \$0.41/km upon receipt of an expense report from the intern. This rate covers gas, depreciation, licence, and insurance and includes travel for pastoral visits, meetings, funerals, etc.

Daily travel from residence to internship site should not be included. *Travel to presbytery/district or Conference* meetings should be paid by those bodies. *Personal travel* is the responsibility of the intern.

Car rental/lease: If the intern moves to the site and a car is needed for pastoral duties, an amount up to \$90.00 per week may be paid toward the rental cost provided the rental fee includes insurance.

Please contact Carla Hacker before making any lease/rental arrangements.

Advances to purchase a car: Some interns may have to purchase a car in order to minister effectively. *If an advance is required* to purchase a car, it must be approved by the site

supervisor and GCO Financial Services. To obtain the advance, put your request in writing, have the Supervisor sign the statement to indicate support, and mail the request to Carla Hacker at the General Council Office.

Deductions are made from salary cheques to recover the advance. Interns who buy and sell their cars in accordance with advice from the Supervisor may report the depreciation loss with a view to adjustments where excessive loss occurs.

Please contact Carla Hacker before purchasing a car.

Housing, Utilities, and Telephone

Cost of housing is provided on as needs basis. Interns need to complete the Housing Report Form within the first month of the internship to confirm housing arrangements. If there are extenuating circumstances, please attach an explanation for your request. The housing allowance is added to the grant sent to the internship site treasurer and will be added to the intern's monthly "salary grant."

If the intern's housing costs are being paid by the pastoral charge learning site and they have claimed the "in-kind housing" deduction on their contribution, no housing claims may be made. If utilities are not included in the housing provided, a claim may be made on the monthly expense report form. Please consult Carla Hacker at the General Council Office.

If the intern *moves to the internship site* and is required to pay rent, actual housing costs up to the maximum of \$650.00 per month are added to the internship grant cheque. Heating, electricity, and telephone costs are to be claimed (in addition to the housing costs) on the monthly expense report form. Complete original invoices are required for reimbursement unless utilities are included in the rent, in which case a receipt for the utilities portion is required for reimbursement.

If the intern *has not moved to the internship site* and if the intern's income has previously been required to meet housing and utility costs at a permanent residence, a percentage of housing and utility costs may be reimbursed in consultation with Carla Hacker. Heating, electricity, and telephone costs are to be claimed (in addition to the housing costs) on the monthly expense report form and may be reimbursed based on a percentage. Complete original invoices are required for reimbursement unless utilities are included in the rent, in which case a receipt for the utilities portion is required for reimbursement.

If the intern *has not moved to the internship site* and chooses to commute to the internship site, **and** if housing costs have been paid by someone other than the intern in the past, no housing costs will be paid. However, the intern may apply for assistance with travel to and from the internship site. Please refer to the Housing Report Form. Travel costs in lieu of housing are subject to negotiation with Carla Hacker at the General Council Office. (It is assumed by this policy that housing costs have been covered by someone other than the intern during the previous period of study and will be covered in the same way during the period of the internship.)

Interns who rent a shared apartment may not be given the original utilities bills. Obtain an official receipt from your landlord specifying the amount paid for heating, telephone, and hydro, and submit the receipt with your expense report. Any food or board costs are the responsibility of the intern.

Maximum amounts reimbursable for telephone

- The basic monthly rate for one telephone—up to \$30.00 monthly. Please provide the detailed billing for telephone.
- This rate does not include the costs of bundles or home phone basic packages.
- Reimbursable costs include basic residential line, 911, and touchtone service plus taxes.
- Installation charges, if necessary—one-time fee up to \$60.00.
- Long-distance calls that are related to the ministry of the pastoral charge should be paid by the pastoral charge.
- Personal long-distance calls are the responsibility of the intern.
- Long-distance calls related to the internship (e.g., to Conference Committee or E&S Committee) are reimbursable with receipt.

Supervisor and Lay Supervision Team

Members of the Lay Supervision Team should take an active role with the intern to arrange suitable accommodations. Interns will need their own space for study and reflection. It is not suitable for interns to share space with the supervisor or members of the Lay Supervision Team as they have an evaluative role in the internship.

The Supervisor or a member of the Lay Supervision Team is required to sign all expense claim forms that are submitted by the intern.

Other Relevant Information

Holidays

The intern is entitled to two weeks of paid holiday during the eight-month period. This is in addition to the weekly “minister’s time off.” The weekly minister’s time off cannot be accumulated and used for an extended paid holiday. A 4 percent holiday pay is not available at the end of the eight months, so interns should take their two-week paid holiday during the internship period. The dates for this should be negotiated with the Supervisor and the Lay Supervision Team.

Income Tax and Deductions

The pastoral charge needs to make appropriate deductions for income tax (if required), Employment Insurance, Canada/Quebec Pension Plan, and Health Tax (where applicable), and remit them to Canada Revenue Agency.

Driver’s Licence

Since interns are on temporary learning assignment, with their permanent address printed on their driver’s licence, an out-of-province licence may be used for the internship period. The internship grant is not considered a salary but a grant for learning, so if questions arise, you should state that you are not employed out of province but are on a learning assignment for the eight-month period.

Medicare

Hospital and medical insurance for interns is covered by the home province. Interns may have to pay some expenses up front and then claim a refund from their home province. This varies from province to province and doctor to doctor.

United Church Pension and Group Insurance Plan

Interns are not eligible for the United Church Pension and Group Insurance Plan. However, once you are in a settled/covenanted relationship of employment with the United Church, if you wish you may “buy back” a year of pension credit for the internship period should you want to retire early with 35 years of pension credit.

Other Expenses

Expenses for office supplies, Christian education programs, and so on are the responsibility of the pastoral charge. Please check with them before incurring these expenses.