

The Presbyterian Church in Canada provides a pulpit supply insurance plan to congregations where a full-time or part time minister/clergy position has been established by its presbytery. Part time positions must be a minimum of 50% full time hours to qualify. The cost of this insurance plan is included in the member's Extended Health and Dental Insurance Plan premium. The maximum period of benefit is seventeen (17) Sundays.

Claims should be made using the form below by the employing congregation. Any payment due will be directed to the congregation.

### Congregation Information

Congregation Code	Name of Congregation		
Address	City	Prov	Postal Code
Treasurer	Treasurer Phone	Treasurer email	

### Minister Information

Name of Minister	Date of last Sunday Worked mm-dd-yyyy

#### Reason for Claim

- Illness**  
If the claim is due to an illness the benefit will be paid starting the second Sunday missed.
- Accident**  
If the claim is due to an accident the benefit will be paid starting the first Sunday missed.

Has Minister Resumed Duties? **No**

Date of return mm-dd-yyyy

#### Dates of Sundays Missed

mm-dd-yyyy	mm-dd-yyyy
mm-dd-yyyy	mm-dd-yyyy

### Claim Information

<b>Pulpit Supply Claim</b> <small>max. \$205 per Sunday</small>	
<b>Travel Expenses</b> <small>max. \$25 per Sunday</small>	
<b>Total Claim</b>	\$ 0.00

Reimbursements are paid by Electronic Funds Transfer (EFT).  
 Please provide a VOID cheque along with the completed form to [pension@presbyterian.ca](mailto:pension@presbyterian.ca)

For Office Use Only		
Date Received	Claim Approved	Cheque Issued