



Spiritual Development Reimbursement Policy

Purpose and Intent

This policy reflects Wallenpaupack Church's commitment to appreciating and investing in the spiritual well-being of our volunteers. The reimbursement aims to offset costs associated with participating in pre-approved retreats, fostering personal and spiritual growth.

Eligibility

- Volunteer Leaders
 - Defined as those serving regularly with the responsibility of having oversight over other volunteers
 - Examples: Grow Group mentors, ministry leaders
- Volunteer teachers/facilitators
 - Defined as those serving regularly in leading/teaching others in the congregation
 - Examples: WallyKids Leaders, WallyRoots Leaders, Grow Group leaders
- Volunteers must have been in their eligible role for a minimum of 6 months or two semesters (the second semester need not be completed if the event is mid-semester), demonstrating a sustained commitment.

Event and Location Eligibility

- Pre-approved events
 - Orange Tour (for youth leaders)
 - Weekend to Remember (for couples)
 - IF Gathering (for women)
- Pre-approved locations
 - Camp Orchard Hill
 - Spruce Lake
 - Rock Mountain Bible Camp
 - Pocono Mountain Bible Conference
- Additional events require case-by-case approval
- Additional pre-approved events and locations may be added at any time

Reimbursement Terms

- Up to \$100 reimbursement available annually for volunteer leaders who oversee other leaders (i.e., Grow Group Mentors, Ministry Leaders, etc.)
- Up to \$50 reimbursement available annually for volunteer teachers and facilitators (i.e., WallyKids Leaders, WallyRoots Leaders, Grow Group Leaders)
- Those serving multiple eligible roles receive one yearly reimbursement at the highest eligible amount
- Reimbursement can be utilized once per calendar year

Application Process

- Eligible volunteers must request approval via the designated online form at least two weeks ahead of the event.
- The church's preferred payment method is reimbursement after the attended event, supported by a paid receipt, facilitated through an online submission process.

Compliance

- Volunteers are expected to adhere to the terms outlined in this policy to qualify for reimbursement.
- Any exceptions should be communicated and approved on a case-by-case basis.

Review and Update

This policy will be reviewed annually and updated as needed to ensure its effectiveness.

Adopted on: February 19, 2024

Adopted by: Board of Administration, Wallenpaupack Church