



Board of Ordained Ministry

West Virginia Conference

THE UNITED METHODIST CHURCH

GUIDELINES FOR CLERGY SUPPORT COUNSELING FUNDS

1) Who is eligible?

- a. Clergy of the West Virginia Annual Conference
(For these guidelines clergy is defined as: 1) Elders, 2) Deacons, 3) Licensed Local Pastors serving an appointment within the Conference.)
- b. Immediate family members of clergy (spouse and dependent children).
- c. Divorced or widowed spouses of clergy for a period of two years after death or divorce.

2) What are the qualifications of the provider?

People licensed by the state to provide professional counseling. Must be a State Licensed Psychologist, State Licensed Psychiatrist, State Licensed Professional Counselor or State Licensed Social Worker. (Exceptions to this rule, such as Spiritual Directors, must be pre-approved by the Clergy Support Coordinator.)

3) How much is available per family?

\$600 annually.

Persons reaching \$600 reimbursed within the calendar year will receive a Form 1099 from the Conference Treasurer's Office to be reported as income when filing a personal tax return.

4) What is the procedure for obtaining the funds?

- a. The provider bills the clergy person's insurance where applicable and the clergy person is responsible for any residual fees due.
- b. To receive Conference reimbursement for co-pays, send the [Counseling Reimbursement Form](#) and original receipt(s) to:

WVUMC Ministry Support
PO Box 2313
Charleston, WV 25328

(Note: Receipts must clearly show Provider Name, Patient Name, and Date of Service.)

5) For approvals or more information, contact:

Rev. James McCune, Clergy Support Coordinator, jmccune301@aol.com 304-813-1274.

For general questions or reimbursement details, contact:

Angela Jones, Ministry Support Assistant, ajones@wvumc.org 304-344-8331, ext. 39.

Rev. 7/2021