



# 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?

Up to \$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 clergyperson's insurance where applicable and the clergyperson is responsible for any residual fees due.
- b. To receive Conference reimbursement for out-of-pocket patient payments, 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](mailto:jmccune301@aol.com) 304-813-1274.

For general questions or reimbursement details, contact:

Angela Jones, Ministry Support Assistant, [ajones@wvumc.org](mailto:ajones@wvumc.org) 304-344-8331, ext. 39.

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