



Pacific Northwest District

Unitarian Universalist Association of Congregations

---

## Volunteer Consulting Services Fee Schedule Pacific Northwest District – UUA

As of 9/18/2013

Volunteer Consulting Services include any services to congregations provided by assigned District Volunteer Consultants, who assist and report to the District Executive or the Program Specialist. Services are described at [www.pnwd.org](http://www.pnwd.org) and may be custom tailored to your congregation.

Services are charged by hours on-site and may also include off-site preparation or follow-up time if this is significant. Congregations are also responsible for related expenses (travel, necessary meals and lodging, copying, phone, etc.). Your assigned consultant will advise you of the estimated time and costs involved and will provide you with a written contract prior to the consultation. PNWD will pay the consultants and bill you for the congregational portion of costs following the consultation.

The per hour consultation fee is \$120, with a 50% discount (thus, \$60 per hour) to Full Fair Share congregations. Full Fair Share recognizes congregations that made 100% of expected contributions to both PNWD dues and UUA Annual Program Fund for the most recently completed fiscal year.

In addition to the consultation fee, congregations are expected to provide necessary meals and lodging and related expense reimbursement (copying, phone, etc.). Home hospitality is usually welcome unless it might compromise neutrality. Consultants reserve the right to request modest hotel accommodations to ensure their best service to you.

PNWD will cover the consultant's transportation cost for full Fair Share congregations; others pay transportation at the current IRS business rate for mileage, or actual cost of commercial transportation. Fees charged cover consultant honoraria, training costs, and program administration.

Billing and Waivers: PNWD will pay consultants and bill congregations for consulting services and related expenses. The District Executive may waive fees or arrange deferred payments in extraordinary cases.

(over)

## Worship Services:

Consistent with Pacific Northwest Chapter UU Ministers Association guidelines, the honorarium for a pulpit guest presentation at Sunday morning services before or after a consultation is \$200 (\$250 for two services). This may be negotiable in some situations; your assigned consultant will discuss fees with you. Worship Service honorarium should be paid by the congregation directly to the consultant immediately following the service.

**Extended Consultation:** In some cases, an extended consultation period may be required. Some special needs (e.g., capital campaign, long range stewardship and strategic planning) may be referred to UUA consulting groups. Conflict assessment is the most frequent example of extended consultation in the PNWD. The District Executive will work with the congregation to determine the best consultants (usually, a team of two) and arrange an initial discussion between the consultants and the congregation's board to determine the scope of services. Rates for extended consultations may vary from the standard fee schedule; consideration is given to length and depth of engagement, congregational membership size, etc.

NOTE: All rates are subject to change until contracted. Congregations outside of the PNWD may be served upon special arrangement with their UUA District or the Canadian Unitarian Council. Generally, fees for non-PNWD congregations will follow the rates for congregations which are not "Full Fair Share" in the PNWD. All fees are payable in US funds only and will be billed by PNWD.