

### **3-3: Honoraria**

#### **1. Responsibility Centre: Church Board**

#### **2. Rationale or Purpose**

This policy outlines circumstances in which payment of honoraria is appropriate and defines eligibility for payment.

#### **3. Policy Statement**

Appropriate use of honorarium payments:

- a) Types of activities for which honoraria may be paid:
  - i) a special service or short series of special services such as conducting a seminar or workshop
  - ii) of no more than 2 weeks in duration
  - iii) serving as a guest speaker for worship or other similar function
  - iv) performance of an exceptional, distinguished or special service
- b) Payments for independent consultants, contractors, performance fees, and payments for professional services are non-honorarium transactions.
- c) Additional compensation for working extra staff hours is a non-honorarium transaction.

#### **4. Scope**

This policy applies only to payments from the Treasury of Bells Corners United Church.

Eligibility for Payment:

- a) In general, members and adherents of BCUC are not eligible to receive compensation from the BCUC Treasury for activities related to their recognized volunteer duties. This recognizes the acceptance of members and adherents to a Call to voluntary service.
- b) Members, adherents or staff of BCUC are not restricted from accepting honoraria from other congregations, organizations or third parties, for services provided for non-BCUC activities.
- c) People not associated with BCUC as members or adherents may receive honoraria for services rendered, such as, but not limited to:
  - i) seminars, lectures, workshops, retreats or church-sponsored programs, worship services
  - ii) musicals, concerts or other creative works
  - iii) United Church sponsored conferences, panels or discussion groups

**5. Procedures****Method of Payment:**

- a) Honorarium payments would be initiated by the Church Board, through the authorizing committee budget.
- b) Honorarium payments will be subject to Revenue Canada policy and guidelines.

**Allowable rates:**

- a) The maximum rate for honorarium payments is \$500 per event.
- b) Honorarium payments above the maximum must be approved by the Church Board within its authority to spend.
- c) Honorarium payments above the maximum spending authority must be approved by a properly called meeting of the Congregation.

**6. Roles/Responsibilities**

The Committee initiating the event is responsible for submitting proper authorization for payment of the Honorarium to the Church Board.

The Financial Management Committee is responsible for appropriate payments and Revenue Canada procedures.

**7. Definitions**

- a) Honorarium: a payment to an individual in recognition of a special service or distinguished achievement for which custom or propriety forbids the setting of any fixed price.

**8. References:**

- a) United Church policy on Licensed Lay Preachers
- b) United Church policies on Congregation Accountable Ministries
- c) United Church Manual
- d) Schedules of Salaries and Compensation, United Church of Canada

**9. Approval authority:** Church Board

- 10. Reviewed:** Church Board: June 18, 2014
- Approved:** Church Board: June 18, 2014
- Replaces:** October 2008