

Suggested Protocol

Before the date is confirmed, inquire from the resource person about honorarium needs, expectations, or if they or their agency have a set honorarium.

Honorarium is often an awkward subject for resource people in Christian ministry. It is your responsibility to encourage resource people to be honest about their needs and to offer honorable compensation.



Review of Guidelines

Any comments, questions, suggestions regarding this honorarium policy are invited.

The Honorarium Policy is reviewed and updated annually by the Finance Committee of the Lancaster Mennonite Conference.
Approved May 2011



Lancaster
Mennonite Conference

a conference of Mennonite Church USA

We are people of Christ's peace

Honorarium Policy

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CONFERENCE POLICY

Payment of Honorarium

Honorarium is given and arranged by the agency, department, or board for involvement in such activities as Celebration of Church Life, Leadership Assembly, workshops, seminars, orientations or similar involvements.

Eligibility

Conference board and agency personnel who serve in activities involving significant travel expense and preparation time are eligible to receive honorarium.

Honorarium is not given for activities which fall within the reasonable expectations of one's assignment.

Honorarium is not normally given to fully supported appointees, or Conference or program board staff who work half time or more, or to board members or appointees when serving as devotional leaders or song leaders at regular board meetings.

Remuneration Between Lancaster Conference Agencies

When a staff person participates in an activity on work time, no honorarium is called for; when he or she serves on personal time, honorarium should be considered.

Level of Honorarium

We view our involvement in the work of Conference programs to be on a Christian service basis. Remuneration should be commensurate with actual costs.

When honorarium is paid, out-of-pocket expenses for travel, mileage of 15 miles or more (use IRS business rate), food, or lodging should also be provided.

Receiving of Honorarium

Honoraria for engagements related to work assignments may be kept personally if the person covers his or her own out-of-pocket expenses and does the engagement in addition to the normal duties of the regular work assignment. It is also acceptable to turn in honorarium and request expense reimbursement.

Time Reimbursement

We recommend that consideration be given when a lot of time is necessary for travel and preparation in addition to the time taken off from the speaker's regular work.

Considerations For Honorarium

- ◆ The speaker's expertise.
- ◆ The number and length of presentations.
- ◆ Preparatory time.
- ◆ Travel, food, and lodging should also be provided.

SUGGESTED GUIDELINE

Major Message / Presentation \$135-\$160

(Conference sermon, Celebration of Church Life, Sunday morning sermons, district events, etc. depending on the Length of presentation, setting in which it is delivered, preparation time, or other determining factors.)

Major Worship Period \$65-\$95 (Celebration of Church Life)

Bible Study Leader \$105

Conducting a Workshop \$65-\$95

Repeat Message or Workshop \$65 (at same event)

Other Short Involvements \$35-\$55 (brief devotional, panel participant)

NOTE: Some resource speakers are part of a speakers' bureau, with honorarium set by the organizations they represent.

Congregations

We suggest that Lancaster Conference congregations use these or similar guidelines for visiting speakers, teachers, evangelists, etc.