

PROGRAM & ARRANGEMENTS COMMITTEE POLICY

HONORARIUMS AND EXPENSE REIMBURSEMENTS

for Annual Conference

Program Participants, Speakers, Directors, P&AC, Coordinators, and Others
2009-2011

Annual Conference makes available a wide variety of activities for all persons who attend Annual Conference. The Program and Arrangements Committee assumes responsibility for offering services and activities which nurture the whole family. These varied activities and the more extensive participation of younger families with children have led to deeper involvement of the Program and Arrangements Committee in planning and carrying out these activities. The Conference body has encouraged this direction and has come to expect it as part of Annual Conference itself. Because of these expectations there has also been a growing awareness that remuneration for services rendered is appropriate.

As a general direction, the polity of Annual Conference states that an invitation to provide leadership and service is a significant offering to the larger church family. It is a privilege and honor to be asked to serve in any capacity at the denominational gathering of the church family. It is also recognized that much time and preparation is involved in planning for activities which in some cases prevent individuals from general Conference participation. The present policy shall be continued and reviewed again in 2011.

Category	Individuals	Honoraria or reimbursement policy
Speakers and Worship Leaders	Speakers, Brethren	No honorarium, except in special circumstances at the discretion of the Conference Director. Expense for one day if not covered by another agency.
	Speakers, Non-Brethren	Up to \$750 honorarium plus expenses, except in special circumstances at the discretion of P&AC.
	Worship Leaders	No honorarium
	Drama/Music Groups, Non-Brethren	Up to \$750 per group on a negotiated basis
	Bible Study Leaders, Brethren	No provision for personal expenses, except in special circumstances at the discretion of the Conference Director
Music Leadership	Music Coordinator ¹ Choir Director ¹ Organist ¹ Pianist ¹	Conference registration, reimbursement of travel expenses and \$300 of the Conference week's expenses, except in special circumstances at the discretion of the Conference Director

Honorariums and Expense Reimbursements 2009-2011

Page 2

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Coordinators	Site Coordinator Child Care Coordinator ¹ On-site Office volunteers ¹ Journal Editor ¹	Conference registration, reimbursement of travel expenses and \$300 of the Conference week's expenses, except in special circumstances at the discretion of the Conference Director
	Other Coordinators Children's activities Jr. High activities Sr. High activities Young Adults activities Singles activities Other coordinators Other significant volunteers	Conference registration. No provision for personal expenses except in special circumstances at the discretion of the Conference Director
Technicians	Videographers ¹ Video technician ¹	Conference registration, reimbursement of travel expenses and \$300 of the Conference week's expenses, except in special circumstances at the discretion of the Conference Director
Directors of Registration	Director of delegate ¹ Director of non-delegate ¹ (both recruited by Conference Director & approved by P&AC)	Conference registration, reimbursement of travel expenses and \$300 of the Conference week's expenses, except in special circumstances at the discretion of the Conference Director
Miscellaneous Conference Personnel	Head Usher Head Tellers Head Messenger Ticket Sales Coordinator Information Coordinator Others	Conference registration Selection should be on the basis of their planning to attend Conference at no expense to the Conference.
Study Committees	Study Committee Chairperson	Travel expenses in the year(s) when the committee presents substantive report, unless expenses are normally underwritten by a local church, district, or church institution. If the committee determines that it is needed for support, the attendance of an additional member from the committee may be negotiated with the Conference Director. Expenses during Conference will be allowed for the period in which the item of business is under consideration.

Category	Individuals	Honoraria or reimbursement policy
Study Committees (continued)		<p>For any study committee chairperson not designated by Conference and who normally does not have expenses paid by any agency or institution, clearance shall be made with the Conference Director before assuming expenses will be paid by Conference.</p> <p>Note: The expense allowance may be transferred from a study committee chairperson to another committee member only with express permission of the Conference Director.</p>
P&AC Members		<p>Conference expenses shall be underwritten by the Annual Conference unless the person's expense is normally covered by local church, district, or other institution. In such cases, it is recommended that the expenses be covered on a shared basis. Immediate Past Moderator expenses will be covered as he/she serves as a Standing Committee member in that year.</p> <p>Spouses and family members may use the hotel room at no charge. Their meals and other Conference expenses are <u>not</u> covered by the Annual Conference.</p>
Other stage personnel	Assistant to the Secretary ¹ Process Observer ¹ Parliamentarian ¹	Conference registration, reimbursement of travel expenses and \$300 of the Conference week's expenses, except in special circumstances at the discretion of the Conference Director
Conference Briefings in local churches and districts		Expenses for the Moderator, Moderator-elect, and Conference Secretary are covered by the travel budget with the hope that care will be taken in scheduling/accepting invitations from groups where contacts have not been made by previous moderators. It is expected that groups extending invitations should offer some funding toward the expenses of the officers. The Program and Arrangements Committee and Officers will counsel the Moderator and Moderator-elect as to appropriate appearances.

Special notes

¹ When available, Conference Director may elect to provide a hotel room in place of \$300 of expenses for the week.

The Conference Director has authority to be flexible in providing assistance in cases of special need.

The Annual Conference Program and Arrangements Committee encourages the expression of gratitude and appreciation of the Annual Conference to those who serve the church with their time and talents. Recognition could include the following:

- names of participants for activities be listed in the Annual Conference Booklet
- when possible, an expression of appreciation for services rendered before the Conference body, particularly when services are not readily visible
- continue exploring avenues to give appropriate expressions of appreciation to those who have served during Annual Conference

APPROVED BY THE PROGRAM AND ARRANGEMENTS COMMITTEE – August 2009

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revised 12/92, 08/94; 11/95; 8/98; 8/00; 7/01, 7/02; 8/02, 11/02, 8/03, 6/04, 8/09