

### #3.3

#### **PAYMENT OF HONORARIA, FEES and BONUSES**

PURPOSE: To establish a Policy for the payment of honoraria, one time fees and bonuses.

APPLICATION: This Policy shall apply to all Staff, Officers and Session Members.

PROVISIONS:

1. Except as provided for as follows, no Staff Member, Officer, or Session Member shall make, promise, or approve a check request for, an honorarium, one-time fee, bonus or any other payment to anyone without the prior approval of the Session.
2. Exceptions to this policy are:
  - a. On behalf of the Chapel Concert Series – Commitments and payments to musicians of \$1,500 or less, not exceeding in total the proceeds of funds currently in hand derived from concert proceeds and sponsor donations.
  - b. Honorariums to Supply Pastors.
  - c. Honorariums to Supply Organists.
  - d. One-time fees not to exceed \$1,000 authorized by the Chairperson of the Finance and Stewardship Committee and one member of the Session, with subsequent reporting of the expenditure to both the Finance and Stewardship Committee and the Session.

RESPONSIBILITY: Every member of the Staff, every Officer and every Session Member is responsible for complying with this policy.