

Stipends and Honoraria

Policy No. 226

- Policy Statement:** Stipends and honoraria are discretionary in nature, but when paid, should meet the criteria identified in this policy.
- Intent of the policy:** To ensure that principles of equity, fairness, and financial discretion are exercised in the administration and granting of stipends and honoraria.
- Definition:** Stipend: an allowance, or a periodic, or regular payment. It can either be compensation for services rendered or it can be an allowance to offset certain expenses (such as per diem, subsistence or travel).

Honorarium: an unexpected payment, gift, or reward given as an expression of gratitude, or a token of appreciation presented to an individual for services for which no fee is set, agreed upon, or legally obtainable. It may be monetary, but may also be a gift of a non-monetary nature, such as a picture, book, flowers, etc.

Dependent upon the circumstances and arrangement, it is possible that an individual may be given both a stipend and an honorarium.

Suggested Honoraria Amounts:

- a) Facilitators for Programs/Workshops (e.g. Marriage Preparation, Stewardship, TIM)
 - \$250.00 per day (for a 7-hour day) up to a maximum of three consecutive days.
- b) Speakers or Presenters for Programs/Workshops/Seminars
 - 1 hour \$ 75.00
 - 2 hours \$150.00
 - 3 hours \$225.00
 - 4-7 hours \$300.00 - \$500.00

- Procedure:**
- a) Authorized staff (e.g. Pastors, Directors, Business Managers, or others authorized by a parish or organization) should provide written approval before stipends or honoraria are granted.
 - b) Stipends should normally not exceed \$1,000.00 per occasion/per day.
 - c) Honoraria should normally not exceed \$500.00 per occasion/per day.

- d) Clarification must be obtained as to the expectations, arrangements and/or reimbursement of expenses of an individual being considered for a stipend or honorarium.
- e) It is important to ensure that there is no employer – employee relationship with the recipient of a stipend or honorarium, as there may be income tax implications if this is the case.
- f) Conflict of interest situations, actual or possible, should be reported and avoided.
- g) Anticipated payments for stipends and honoraria in a fiscal period are to be planned for and incorporated in the operating budget of a department, office, or parish.
- h) Complete the Stipends and Honoraria Information Form (Appendix 226A) and submit to the accounting office of the Archdiocese/Parish/Camp/Institution.

Exception:

Prior approval from the Office of the Chancellor is required if honoraria amounts being offered exceed those specified in this Policy.

Refer to Policy:

No. 342 Stipends and Honoraria for Employees

Refer to Appendix:

226A Stipends and Honoraria Information Form