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Honoraria

A. Philosophy

An honorarium is a voluntary payment of money as an expression of appreciation for a service for which it would not be appropriate to set a fee. The payment and receipt of honoraria are an acceptable practice in Mennonite Church Canada for work that extends beyond the normal duties associated with a position. If an honorarium is paid, it should be proportional to the service rendered, and it should be clearly separated from reimbursement for expenses incurred. The former is an expression of appreciation; the latter is an obligation.

B. General Guidelines

When an invitation is extended to a Mennonite Church Canada employee to provide a service, the employee should clarify whether the invitation is related to his or her position as a Mennonite Church Canada representative or to their abilities independent of his or her staff position. In cases where this distinction is unclear, the employee should consult with his or her Executive Staff person.

1. If the honorarium is paid for services rendered that are related to a person's Mennonite Church Canada position, he or she will submit travel expenses and related receipts for reimbursement. The employee will instruct the inviting group to make the honorarium payable to Mennonite Church Canada, and a receipt for the honorarium will be issued to the inviting group.
2. If the honorarium is paid to the employee for services rendered that are not related to his or her Mennonite Church Canada position, the employee will not submit a claim for reimbursement of expenses. If an employee chooses to donate the honorarium to Mennonite Church Canada they will receive a tax-deductible receipt. Whether or not the honorarium is donated, the employee must declare the honorarium as income.