

PROGRAM & ARRANGEMENTS COMMITTEE POLICY

<p style="text-align: center;">HONORARIUMS AND EXPENSE REIMBURSEMENTS for Annual Conference Program Participants, Speakers, Directors. Coordinators Officers and P&AC 2005 - 2006</p>
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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 2004.

Category I - Speakers and Worship Leaders

Speakers Brethren	-- No honorarium, except in special circumstances at the discretion of the Conference Executive Director. (Expenses 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 the 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 Executive Director.

Category II - Music Leadership

Music Coordinator ¹ Choir Director ¹ Organist ¹ Pianist ¹	-- Reimbursement of travel expenses and \$300 of the conference week's expenses except in special circumstances at the discretion of the Conference Executive Director.
Music principals	B Conference registration

Category III - Coordinators

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| Site Coordinator | -- | Reimbursement of travel expenses and \$300 of the conference |
| Child Care Coordinator ¹ | | week's expenses except in special circumstances at the |
| On-site Office Volunteers ¹ | | discretion of the Conference Executive Director |
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| Other Coordinators: | -- | No provisions for personal expenses except in special circum- |
| a. Children's activities | | stances at the discretion of the Conference Executive Director |
| b. Jr High Activities | | |
| c. Sr High Activities | | |
| d. Young Adult Activities | | |
| e. Single Adult Activities | | |
| f. Other Coordinators | | |

Category IV - Technicians

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| Audio Recording | -- | Negotiated |
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Category V - Director(s) of Registration¹ (3-year appointment 2002-2004)
(Director of Delegate and Director of Non-Delegate)

Reimbursement of travel expenses and \$300 of the conference week's expenses except in special circumstances at the discretion of the Conference Executive Director

Category VI - Miscellaneous Conference Personnel

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|--------------------------|----|---|
| Head Usher | -- | Selection should be on the basis of their |
| Head Teller | | planning to attend Conference at no expense |
| Head Messenger | | to the conference |
| Ticket Sales Coordinator | | |
| Information Coordinator | | |
| Others | | |

Category VII - 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 Conference Executive Director. Expenses during Conference will be allowed for the period in which the item of business is under consideration.

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 Executive Director before assuming expenses will be paid by Conference.

(Note: The expense allowance may be transferred from a study committee chairperson to another committee member only with express permission of the Conference Executive Director.)

Category VIII - Annual Conference Council and P&AC Members

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.

Spouses and family members may use the hotel room at no charge. Their meals and other Conference expenses are not covered by the Annual Conference.

Category IX - Assistant to the Annual Conference Secretary¹ and Process Observer (parliamentarian)¹

Reimbursement of travel expenses and \$300 of the conference week's expenses except in special circumstances at the discretion of the Conference Executive Director.

Category X - 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.

Conclusion - The Conference Executive 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

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

APPROVED BY PROGRAM & ARRANGEMENTS COMMITTEE - November, 2002