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| Revision Date – April 22, 2004 |
| Committee - Diocesan Council |
| Source - Human Resources |

MOVING EXPENSE POLICY

Diocese of Nova Scotia & Prince Edward Island

Pertains to:

CLERGY

Background

Previous to this policy, individual parishes were responsible for the moving costs of the clergy transferred into the parish. This placed a heavy financial burden upon small parishes as it is these parishes that tend to experience a high turnover of clergy. In 1979, the Diocese assumed responsibility for clergy moving expenses. These costs are paid directly from the annual Diocesan Budget.

Conditions for payment of expenses:

1. All moves will be handled by a moving company designated by the Diocese based on tendered prices, quality and reliability. All moves will be coordinated through the Diocesan Office.
2. Moves are to be scheduled at a time of the month which will ensure the best quality of service from the mover. Busy periods such as month ends should be avoided if possible.
3. Packing materials will be provided by the mover and clergy are expected to pack all non-breakable items. Such items include but are not limited to: books, bedding, clothing, foodstuffs, lampshades, drapes, etc.
4. Maximum allowable weight will be 15,000 lbs. Amounts beyond this weight will be for the individual's account.

(A) Moves from outside the Diocese:

For all appointments to parishes in good standing, the Diocese will pay an amount up to the average cost within the diocese, of all clergy who have moved within the preceding twelve (12) month period, with the parish liable for the balance.

(B) Moves initiated by an individual's request:

If a move is at the request of a priest, and in the opinion of the Bishop, in consultation with the Bishop, there has been an unreasonably short period since the last move, (paid for by the Diocese or a parish), the individual may be expected to pay the moving expenses but will be entitled to negotiate with the Executive Assistant to the Bishop.

(C) Resignation of Clergy:

1. In the case of clergy who have moved into the Diocese, they shall be appointed to parishes and/or to Diocesan Ministries on the understanding that should they leave such ministries within the Diocese, they will be responsible for repayment of a pro rata share of moving expenses paid on their behalf. Such repayment will be predicated upon a five-year period of stay with 1/5th of the moving cost repayable for each year not served.

2. In the case of Diocesan clergy, other than those serving in the Curacy Program, the above pro rata repayment will apply for those who stay less than 5 years in a position. Consideration will be given in the case of positions terminated because of contractual arrangements, or other special circumstances, with the approval of the Bishop.

In the case where the parish initiates the termination process, the parish will be expected to provide the reimbursement.

(D) Out of Pocket moving expenses:

Out of pocket moving expenses of up to \$1,000 will be covered for clergy to help offset additional personal expenses associated with their move. Such items might include meals, hotel lodging and gas while in transit. Receipts will be required. This does not include household expenses which may be negotiated with the parish.

(E) Final Move Upon Retirement:

This moving policy covers a priest's move, upon retirement, from the residence in the last parish served to the retirement location. Should the move be to a location outside the Diocese, then the Diocese's share of the cost will be calculated in the manner described in Section "A" with the individual liable for the balance.

See Diocesan Council November 14, 1991

(F) Parishes must be in good standing with respect to Diocesan obligations or must have made satisfactory arrangements for same in order to participate in this policy.

(G) On the following pages are listed some common household effects and the responsibilities for the moving costs are indicated. For any items not covered or questions concerning a move, please contact the Synod Office at 420-0717.