

## Procedures and Information

When an ordained minister (deacon or presbyter) moves to a new position in a parochial unit or organisation within the Diocese of Sydney **it is the responsibility of the parish or organisation to pay the removal costs. The removals Fund does not accept responsibility to pay the claim to the removalist.** The removals fund does not generally support the cost of relocating a minister within the same parish.

**It is the responsibility of the person moving to make the arrangements and to see that the removalist's bill is paid.** We request that the person moving obtain 3 quotes and choose the removalist that they believe will give the best service for their needs. Refer to Clergy Removals Fund Ordinance 2003 – incorporation the Clergy Removals (Synod Fund) Ordinance 2007 - for definitions and the specific terms of the Ordinance.

The parish or organisation is entitled to recover some or all of the removal costs as defined in the Clergy Removals Fund Ordinance. If a parochial unit has difficulty in meeting these costs, the matter should be referred to the Archdeacon of the area.

On retirement the member of clergy is entitled to recover some or all of the removal costs as defined in the Ordinance. The retiring member is responsible for the payment of the removal costs.

On the death of a member of clergy, the surviving spouse is entitled to recover some or all of the removal costs as defined in the Ordinance. The surviving spouse is responsible for the payment of the removal costs.

If the payment is made by a person, parish or organisation other than that which incurred the cost, the reimbursement is to be paid to or at the direction of that person or organisation. **If the reimbursement is to be made to a parish or organisation, the payment calculations will be exclusive of GST.**

To claim reimbursement for removal costs, when the move is completed, send the attached application form to the following address together with copies of 3 quotations.

The Secretary  
Clergy Removals Fund  
PO Box Q190  
QVB POST OFFICE NSW 1230

The following is a summary of the levels of reimbursement from the Clergy Removals Fund administered by the Sydney Diocesan Secretariat.

## Reimbursement Assistant Levels

<b>When moving to a parish or organisation</b>	(a) from a place within the Diocese: <b>25% (excluding GST)</b> (b) from a place outside the Diocese, <b>the lesser of 50% (excluding GST) of the removal cost, or 50% of the average removal cost</b>
<b>When moving to a provisional parish</b>	(a) from a place within the Diocese: <b>100% (excluding GST)</b> (b) from a place outside the Diocese, <b>the lesser of 100% (excluding GST) of the removal cost, or 100% of the average removal cost</b>
<b>When moving to retirement</b>	(a) to a place within the Diocese: <b>100%</b> (b) to a place outside the Diocese <b>and</b> more than 175km from the residence at the time of retirement, <b>the lesser of 100% (including GST) of the removal cost, or 50% of the average removal cost</b>
<b>When the surviving spouse moves following the death of a member of the clergy</b>	(a) to a place within the Diocese: <b>100%</b> (b) to a place outside the Diocese <b>and</b> more than 175km from the residence at the time of death, <b>the lesser of 100% (including GST) of the removal cost, or 100% of the average removal cost</b>
<b>Discretion</b>	The Archbishop may direct the reimbursement of removal costs beyond the above limitations. The application will be processed and a cheque forwarded as soon as possible (funds permitting, the target time is 2 weeks from receiving the application).



## CLERGY REMOVAL EXPENSES REIMBURSEMENT CLAIM

*Please read the attached instructions before completing this form*

<b>1.</b>	<b>Claimant</b>		
	Name		
	Address		
			Postcode:
	Telephone: H:		B:
Please draw the cheque in the name of:			

<b>2.</b>	<b>Details of Deacon or Presbyter</b>	<b>To new position? Yes / No</b>	<b>To retirement? Yes / No</b>
	Name		
	Position		

<b>3.</b>	<b>Details of Move</b>	
	From	
	To	
	Date of Move	

<b>4.</b>	<b>Quotation</b>	<b>Name of company</b>	<b>Amount</b>
	1		\$
	2		\$
	3		\$
<i>NB: Attach copies of the quotations to this application form</i>			

Name of Company Selected:
Reason for selecting this company:
Comments on the quality of work done by this company:

Signed:	Date: ____ / ____ / ____
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*For Office Use Only*

Removal Cost	GST	Cost less GST
Payable – Parish (25% of Cost less GST)		
Payable – Provisional Parish (100% of Cost less GST)		
Payable – Retiree or Widow (100% of Cost including GST)		
Payable – Archbishop's Discretion		