

Procedures and Information

New appointment

When a member of the clergy (deacon or presbyter) moves to a new position in a parochial unit within the Diocese of Sydney the parochial unit should pay the removal costs. It is the responsibility of the person moving to make the arrangements and to see that the removalist's bill is paid. The parochial unit is entitled to recover some or all of the removal costs as defined in the Clergy Removals Fund Ordinance 2003 as amended (the Ordinance) provided that –

- a) the cost has been borne by the parish, and
- b) the Regional Bishop determines that the parish is under financial hardship.

Retirement or death

On retirement from a position in a parish or organisation the member of clergy is entitled to be reimbursed 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 who is in service in a parish or organisation, the surviving spouse is entitled to be reimbursed 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 has been made on behalf of a retiree or surviving spouse by another person the reimbursement is to be paid to or at the direction of that person.

Generally

Please refer to the Ordinance for definitions and specific rules. The Removals Fund –

- Does not accept responsibility to pay the removalist.
- Does not generally support the cost of relocating a minister within the same parish. If a parochial unit has difficulty in meeting these costs, the matter should be referred to the Regional Bishop.
- Asks that the person moving obtain 3 quotes and choose the removalist that they believe will give the best service for their needs.
- Payments made to a parochial unit will be calculated 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 table summarises the levels of reimbursement available from the Clergy Removals Fund administered by the Sydney Diocesan Secretariat.

When moving to a parochial unit	The lesser of the removal cost and the average removal cost (excluding GST)
When moving to retirement <i>OR</i> When the surviving spouse moves following the death of a member of the clergy	(a) to a place within the Diocese: 100% (including GST) of the removal cost (b) to a place outside the Diocese but less than 175km from the residence at the time of retirement: 100% (including GST) of the removal cost (c) to a place outside the Diocese more than 175km from the residence at the time of retirement, the lesser of 100% (including GST) of the removal cost, or 50% of the average removal cost
Discretion	The Archbishop may direct the reimbursement of removal costs beyond the above limitations

Applications will be processed and the payment 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

1.	Claimant		
	Name		
	Address		
		Postcode:	
	Telephone: H:		B:
Please draw the cheque in the name of:		Include Bank Account details if payment by bank transfer	

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

3.	Details of Move	
	From	
	To	
	Date of Move	

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

Name of Company Selected:

Reason for selecting this company:

Comments on the quality of work done by this company:

Signed: _____ **Date:** ____/____/____

For Office Use Only – Amounts Payable

Removal Cost	GST	Cost less GST	Payment
Parish - lesser of 100% of Cost or 100% of Average Cost (excluding GST)			
Retiree - 100% of Cost or 50% of Average Cost (usually including GST)			
Surviving Spouse - 100% of Cost or 100% of Average Cost (usually including GST)			
Archbishop's Discretion			