



Policy 2.1.3: Moving Expenses

Effective Date: September 19, 2025

Revised: September 18, 2025

This policy applies to all Parish and Diocesan Stipendiary Clergy.

PURPOSE

Reimbursing moving costs of clergy transferring into a parish may place a heavy financial burden upon the parish. Acknowledging this burden, for all appointments to parishes in good standing (with respect to amounts owing to the Diocese), the Diocese will pay a portion of these expenses, according to the criteria outlined below.

OVERVIEW

Parishes in good standing (up to date with all amounts owing to the diocese) should observe the following best practices when assisting relocating clergy in a move:

All moves are to 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 (Payroll and Benefits Administrator).

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.

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, linens, clothing, foodstuffs, lampshades, and other non-fragile items.

POLICY:

1. The diocese will reimburse the Parish for moving costs relating to the transfer and appointment of Stipendiary clergy according to the following criteria:

a. Base Reimbursement

The Diocese will pay the lower of:

- the actual cost of the move; or
- \$5,000.

b. Supplemental Reimbursement

For moving expenses exceeding \$5,000, the Diocese will pay an additional 50% of the amount exceeding \$5,000, subject to maximum reimbursement restrictions (3).

c) Maximum Reimbursement

The total reimbursement provided by the Diocese, including both base and supplemental payments, will not exceed \$10,000.

d) Limitation

Under no circumstances will the Diocese pay more than \$10,000 for any move.

2. Moves from outside the Diocese

All moves may be subsidized according to this policy, in Canadian funds, whether local, national, or international. The balance of national or international moving expenses would be covered by the individual or subject to an arrangement negotiated, in advance of the move, between the clergy and the parish. Please contact the Diocese directly to assist in this negotiation. If deemed appropriate by the Diocesan Executive Director and Financial Controller, an alternative moving company may be engaged. This exception must also be pre-arranged.

3. Moves initiated at a Cleric's request

If a move is at the request of a cleric — and under 5 years since the previous relocation — the cleric will be responsible for repayment of a pro-rated share of the moving expenses already paid on their behalf. Predicated upon a five-year period of stay, reimbursement will be 1/5th of the moving cost repayable for each year not served.

4. Resignation of Clergy

a) 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-rated 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.

b) In the case of Diocesan clergy, other than those serving in a 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.

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

5. 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 (expenses associated with setting up a new household in the new location) which may be negotiated with the parish.

6. Final Move Upon Retirement:

This moving policy covers a cleric's move, upon retirement, from the residence in the last parish served to the retirement location.

7. Diocesan Synod Office Responsibilities

- Assure that Parishes are in good standing (up to date with all amounts owing to the diocese) with respect to Diocesan obligations or must have made satisfactory arrangements that clearly indicate the parish's ability and willingness to bring its liabilities with the Diocese up to date, to participate in this policy.
- Monitor and regularly revisit and renegotiate fair moving costs for Parish and Diocesan benefit.