

SECTION 3 - PERSONNEL

Origin: TOTP Administration Committee

Status: Policy

Distribution: All Parishes

Approved: Coordinating Council

Date: 2/3 December 2011

3.3 Clergy Moving

When a full-time incumbent or assistant priest is moving into or within TOTP to a new position, the following policy applies.

3.3.1 Estimates

- Estimates are to be obtained from three (3) moving companies
- Guaranteed in writing to be within 10% of the estimate
- Forwarded to the TOTP office for decision by the Administration Committee and/or the Bishop

3.3.2 Packing

- All belongings are to be packed by owner
- Valuables such as jewels, furs, valuable collections, valuable papers etc. **should not** be included in the shipment

3.3.3 Exclusions

- Moving costs of items such as boats, trailers, recreation vehicles, and/or additional vehicles will not be borne by TOTP
- Additional costs for moving any vehicle into the Province of BC, or Canada, will not be borne by TOTP

3.3.4 Moving Costs (Included in Letter of Employment)

- Moving costs will be covered for weights up to a maximum of 5000 kilograms
- Moving costs will be paid by the parish, unless alternative arrangements are made with the Bishop
- Moving costs for 1 vehicle will be paid at the rate of actual gas cost +20% upon submission of receipts – see 3.3.3 for applicable exclusions

Should the clergy person decide to leave the Parish before the end of three (3) years¹, the cost of the move shall be repaid to the parish by the clergy person at the prorated rate as follows:

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|----------------------------|-------------------------|
| a) during the first year: | 50% of the moving costs |
| b) during the second year: | 35% of the moving costs |
| c) during the third year: | 25% of the moving costs |
| d) during the fourth year: | 0% |

The timetable for repayment is to be negotiated by the clergy person and the Bishop in consultation with the parish.

¹ This policy will not override contract should the contract state a lesser term of employment

3.3.5 Moving Insurance

Clergy should determine if their personal insurance covers their belongings during moving. If not, adequate extra insurance, at the expense of the clergy person, should be added to that of the moving company's, for items which may be exempt from the moving company's coverage.

3.3.6 Part-time Clergy and Clergy in Training

For clergy in training and, if necessary, for part-time clergy, moving costs or the repayment of same shall be negotiated between the clergy person and the Bishop, in consultation with the Parish.