

SECTION 3 - PERSONNEL

Origin: TOTP Administration Committee

Status: Policy

Distribution: All Parishes

Approved: Coordinating Council

Date: 30 October 2009

Revised: Coordinating Council

Date: 28 November 2014

3.2 Clergy Housing and Utility Allowance

3.2.1 Clergy Housing Allowance:

The Clergy Housing Allowance is payable when a Rectory is not available or is not suitable accommodation to meet the needs of the clergy involved.

The housing allowance is paid by the parish; it is based on the fair market rent of a twelve hundred square foot home complete with three bedrooms, one and one half bathrooms, on a standard size lot, in an average income neighbourhood, within the municipal boundaries of the municipality where the parish is located.

Parish office space when located within the home shall not be considered part of the twelve hundred square foot living area. The recipient of the allowance may choose to rent a lesser or greater home than the allowance pays, the recipient may also choose to purchase a home. Regardless of the choice of housing or accommodation, the Clergy Housing Allowance remains the same.

The Bishop in consultation with the Parish will set the initial housing allowance for each parish. The Bishop, working with the Parishes and TOTP's Administration Committee, will review the Clergy Housing Allowance on a regular basis to ensure the rates are fair and equitable within various geographic and municipal areas. (Suggested areas are; Cariboo, Kamloops, Prince George, and South Rivers.) These general areas can be reviewed and adjusted as market conditions dictate.

This policy and inherent rates will be reviewed in the Fall, once every three years.

3.2.2 Clergy Utility Allowance:

Within TOTP's Clergy Utility Allowance, the parish pays for the actual cost of:

- heat
- hydro
- municipal utilities (water, sewer, garbage and recycle fees as applicable)
- basic telephone service and parish related long distance calls
- One-half of high speed internet.

The parish pays the actual cost of utilities regardless of type of housing the recipient chooses (parish owned rectory, rental unit or self owned home).

Actual Cost of Utilities will exclude:

- Unattached Outbuildings
- Swimming Pool
- Hot Tub
- Commercial Operations

Clergy or Parish may apply to the TOTP Administration Committee for clarification or exemption.

Clergy are encouraged to calculate the cost of their utilities on an annual basis, complete the appropriate TOTP Form, and submit to the TOTP Office by July 31st each year.