

2.4 CLERGY REMOVALS

When a clergy member is to move into the Diocese, or to another parish within the Diocese he/she should take the following steps.

The Priest must

1. Contact the Parish and Administrative Services Section who will return a letter providing details for obtaining 3 quotations in writing from furniture removal companies of his/her own choice [see 5-7 below]. Advice as to reliable removalists, based on past experience can be obtained if required by telephoning the Diocesan Office.
2. These quotations are sometimes provided in duplicate. If so, retain the original of each quote and send the carbon copy of each quote to the Parish Services Section and advise your preference as to the removalist to be used.
3. The Parish Services Manager will usually approve the lowest quote and advise the clergy member by telephone. A Purchase Order formally authorising the work will be sent to the removalist by the Parish Services with a copy forwarded to the moving clergy member. This will allow the invoice to be sent direct to the Diocesan office.
4. It is the clergy member's responsibility to arrange a mutually convenient time for the removal.
5. The clergy member's inventory of household goods and personal effects should not be altered by additional items once the quotation has been approved.
6. The quotations obtained are to be exclusive of any transit insurance cover on the clergy member's belongings.
7. The clergy member should advise Parish Services Section the value of their contents for insurance purposes.
8. Transit insurance is automatically effected on the clergy member's belongings through a master policy held by the Diocese. This master policy provides "All Risks" cover and compensation of up to \$250,000 for any one loss. Coverage includes:
 - Cover:** Loss or damage including accidental damage.
 - Limit:** Replacement cost up to \$250,000 any one transit.
 - Excess:** Nil
 - Basis of Settlement:** Replacement Value (New for Old – **up to 10 years old**)
 - Extensions:** Loading & unloading
Delayed unpacking – up to 30 days
Cover during Storage available on request
Packing is not a condition of cover
No valuations required – Carrier's inventory sufficient

Therefore, there is no necessity for a member of the clergy to take any action to have his/her belongings insured whilst in transit.

9. The clergy member should advise the furniture removal company that the account should be submitted to the Anglican Diocese of Newcastle, PO Box 817, Newcastle 2300, for payment OR accounts@newcastlekeanglican.org.au
10. The Diocese pays the account and then bills the parish to which the clergy member is moving for 100% of the removal cost. Should a parish find it difficult to meet this cost it should contact the Diocesan Business Manager to seek Diocesan assistance.
11. If when a clergy member arrives at his/her new rectory he/she finds his/her belongings have been damaged, he/she should immediately inform the Parish Services Manager by telephone giving details of the damage, and then follow the procedure as advised.

The Diocesan insurers are:

Underwriter:

Ansvar Australia Insurance Ltd
419 Church Street (PO Box 2403)
NORTH PARRAMATTA 2151
Tel. (02) 9683 4166

Diocesan Broker

AON Risk Services Australia Pty Ltd
PO Box 395
THE JUNCTION 2291
Attention: Greg Silcock or Richard Davies
Tel. (02) 4929 1464 Fax (02) 4926 5524

Clergy members should note that it is *no longer* necessary to advise the Principal Registrar, Registry of Births, Deaths and Marriages, PO Box 494, Newcastle 2300 - tel. (02) 4929 5936, fax (02) 4926 4893 of their change of address in connection with their being an Authorised Celebrant under the Marriage Act 1961. The local registry requires the Diocesan Office (the nominating authority) to advise changes of address.

The arrangements detailed above apply in the following cases:

- Clergy removals between parishes following an appointment as a result of the Presentation Board process.
- A stipendiary appointment made by the Bishop (e.g. Diocesan Archdeacon or Chaplain)
- Theological students proceeding to their first full-time stipendiary appointment just prior to ordination.

Other related matters

Clergy members need to take care when transferring from one parish to another that all leave accrued for service in the old parish is taken before moving to the new parish unless special arrangements are made between the parishes concerned. That is, the old parish should pay to the new parish the equivalent of untaken leave, based on the daily stipend rate, and ensure that all entitlements are paid up until the date of resignation to the Bishop from the old parish.

It is expected that the new parish assumes responsibility immediately following the resignation date.

Clergy Relocation following Retirement from Parish Ministry

A flat rate of \$2,500 will be paid, regardless of the actual move costs, to clergy relocating from the Parish Rectory, on their retirement from Parish Ministry. Costs in excess of \$2,500 must be met by the retiring clergy person.

A cheque for \$2,500 is drawn in the name of the clergy person who is moving as soon as they start arranging their move. The clergy person organises their own move direct with the removalist who invoices the retiring clergy for their full payment.

(See 5.1 Incumbency Vacancy)