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The Presbyterian Church of Queensland

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MEMORANDUM

TO: Ministers, Licentiates, Accredited Ministry Workers, Other Ministry Workers, Secretaries and Treasurers of Committees of Management

FROM: Church Liaison Officer

DATE: 2 December 2015

SUBJECT: Removal Fund Entitlements

The Removal Expenses Fund is a fund for the payment of removals for Ministers, Licentiates, Accredited Ministry Workers and Deaconesses. Candidates for the Ministry may be eligible for assistance with respect to field appointments in some circumstances. It is recommended that Church Office be contacted concerning the eligibility of Candidates for the Ministry.

The Regulation which governs this fund is Regulation 110.3 and the Fund is resourced by assessments paid through the Ministry Support Fund Aid assessment. Charges and Committees paying the relevant assessment are eligible to receive assistance through the Fund.

Removal costs are paid based upon three quotes provided by a Ministry Worker. The Church Liaison Officer is able to authorise the removal but all removals are reported to the Finance and Administration Board. Requests concerning removals which do not appear routine, based upon the governing regulations, are forwarded to the Finance and Administration Board for consideration.

Removals within Queensland

The Removal Expenses Fund covers all reasonable removal expenses plus insurance for the goods and effects including the theological library of a Ministry Worker being moved. The cost of personal travel including accommodation is also covered. These arrangements are applicable on all occasions when a Ministry Worker is taking up or retiring from calls or appointments within Queensland. Please note that the Finance and Administration Board has capped payments from the Fund for removals within Queensland at \$6,000 (excluding GST) to ensure that all expenses are reasonable.

Interstate and Overseas Removals

The Removals Expenses Fund pays 75% of the total removal costs of removals from interstate and overseas, capped at a total entitlement of \$6,000 (excluding GST). It is

expected that the congregation will meet any short fall and Church Office is willing to work with congregations to streamline the invoicing of interstate and overseas removals.

The Fund pays removal costs for up to 2,000 km for Ministry Workers retiring interstate. Removal costs for removals over 2,000 km are only paid on a proportional basis by the Fund.

Eligibility Criteria

There are a number of criteria that must be taken into account when considering eligibility to utilise the Removals Expenses Fund. Removal costs are ordinarily only paid after a person has been ministering within a Charge for at least two years. The Fund also does not ordinarily cover removals from a Charge if the Ministry Worker is not retiring or is not taking up a new ministry placement. Notable exceptions are for the reason of ill health or some other special circumstance. Special circumstances include an Accredited Ministry Worker taking up full time studies at QTC as a Candidate for the Ministry and the entitlement granted to the spouse and dependants of a deceased ministry worker. Circumstances which justify the waiving of these eligibility criteria are determined by the Presbytery and Finance and Administration Board.

Yours faithfully

A handwritten signature in dark ink, appearing to read 'LJ Hall', written in a cursive style.

Lesleigh Hall
Church Liaison Officer