ANGLICAN CHURCH OF AUSTRALIA

THE ANGLICAN CHURCH IN CENTRAL & WESTERN NSW
DIOCESE OF BATHURST

11 Church Street
Bathurst NSW 2795
02 6331 1722
registrar@bathurstanglican.org.au

TRAVEL AND RELOCATION POLICY

1. Preamble

The Diocese recognises that clergy and ministry families are frequently required to relocate in response to appointments made by the Bishop and that relocation costs can represent a significant financial burden.

This policy establishes the principles and procedures governing diocesan assistance with ministry-related removals and relocations.

The policy is intended to:

- provide equitable treatment of clergy and ministry workers;
- ensure good stewardship of diocesan resources;
- support recruitment and deployment of clergy within the Diocese;
- provide appropriate support for clergy retiring from ministry; and
- ensure assistance is administered consistently and transparently.

Any departure from this policy requires approval by the Business Manager in consultation with the Bishop.

2. Scope

This policy applies to:

- stipended clergy;
- assistant and associate ministers;
- licensed lay ministers and authorised lay workers where approved by the Bishop; and
- clergy retiring from ministry who qualify for assistance under diocesan policy.

3. Removal and Relocation Assistance

Relocation assistance may be approved for:

3.1 Appointment to the Diocese—where a minister relocates to take up an appointment within the Diocese.

3.2 Appointment within the Diocese—where a minister relocates between parishes or diocesan ministries within the Diocese.

3.3 Retirement from ministry—where a minister retires from active ministry after at least five years' service in the Diocese.

The retirement benefit does not apply where a minister resigns to take another appointment or employment.

4. Quotations

The Business Manager may provide information regarding removal companies that have previously provided satisfactory service. Except where circumstances make this impractical, ministers should obtain at least three written quotations.

The Business Manager may approve reimbursement based on:

- lowest quotation;
- value for money;
- known service quality;
- scheduling considerations; or
- other relevant factors.

5. Approval

All relocation assistance requires prior approval.

Applications must be submitted to the Business Manager before commitments are made.

The Business Manager, following consultation with the Bishop, may:

- approve a relocation;
- determine the amount of assistance;
- approve packing services;
- approve travel and accommodation expenses;
- approve temporary storage; and
- impose expenditure limits.

The decision of the Bishop, communicated through the Business Manager, shall be final.

6. Removal Costs Covered

Subject to approval, assistance may cover:

- professional removalist charges;
- packing materials;
- packing and unpacking services;
- transit insurance;
- temporary storage;
- transport of household goods;
- relocation of domestic pets; and
- other approved relocation expenses.

The Diocese does not normally cover:

- transport of boats, caravans, trailers or recreational vehicles;
- relocation of business assets;
- storage extending beyond three months without approval; or
- costs associated with upgrading furniture or household contents.

7. Inbound Relocations

The Clergy Removal Fund will normally contribute 50% of approved removal costs for clergy relocating into the Diocese. The remaining costs must be paid by the receiving parish or another organisation, as determined at the time of appointment.

8. Retirement Relocations

A priest or deacon retiring from active ministry who has completed at least five years' service in the Diocese may be eligible for reimbursement of approved relocation costs. The Diocese will normally reimburse 100% of approved removal expenses up to the maximum amount approved by Bishop-in-Council from time to time.

9. Relocation Travel Costs

Where relocation involves travel to a new location, the Diocese may reimburse reasonable expenses including:

- fuel costs;
- accommodation;
- meals while travelling; and
- other approved travel expenses.

Travel should be undertaken by the most economical practical means.

10. Payment of Expenses

Approved expenses may be:

- paid directly by the Diocese;
- reimbursed to the minister upon production of receipts; or
- paid through a combination of both methods.

The Diocese reserves the right to decline reimbursement where expenditure has not been approved or is considered unreasonable.

11. Exceptional Circumstances

The Bishop may approve assistance outside the terms of this policy where exceptional pastoral, health, family or ministry circumstances exist. Such approval must be recorded in writing. Assistance outside the terms of this policy that relate to the Bishop must be approved, via resolution by Bishop in Council.

12. Review

The Stipends and Clergy Welfare Committee shall review this policy at least every three years.
The review should consider:

- actual relocation costs;
- the level of the retirement reimbursement cap;
- adequacy of Clergy Removal Fund contributions;
- fund reserves; and
- any recommendations from clergy, parishes or diocesan staff.

Approved by Bishop in Council: 29 August 2026
Review by: 31 August 2029