

December 9, 2019

To all LCC Congregations

Dear Members:

Re: Synod-Wide Moving Assistance Fund

The LCC Board of Directors has approved the establishment of a Synod-Wide Moving Assistance Fund (MAF), the purpose of which is to provide financial assistance for moving expenses to congregations who have called a pastor or other rostered worker, or requested a church worker such as a DPS intern or Vicar. Below is the basic information you need to know regarding how the MAF will work and why a congregation should consider joining the MAF.

The Moving Assistance Fund not only helps congregations when they need to move a church worker, it is also a way that congregations are collectively helping each other. When a congregation calls a new pastor, the MAF will generally pay for 50% of the actual moving costs incurred to a maximum payout of \$7,500 (see the attached policy for complete details; as there are some restrictions).

Participation in the MAF is **voluntary** and will start January 1, 2020. Congregations who wish to participate will be charged an annual assessment fee, which currently is estimated to be \$2.00 per communicant member. However, regardless of a congregation's communicant membership size, the **maximum** amount a congregation would be assessed for the MAF is \$1,000 and the **minimum** amount would be \$300.

Attached you will find a question and answer sheet, the complete MAF Policy, and an application form. I urge your congregation to give serious consideration to this program as we work together to further God's Kingdom.

For further information please contact Christine Bradley, LCC Accounting Manager at:

Phone: 1-800-588-4226 ext 218

E-mail: accounting@lutheranchurch.ca



Rev. Thomas Kruesel, Vice – President
Lutheran Church Canada



Synod Moving Assistance Fund (MAF)

Questions and Answers

1. Who is eligible?

All congregations who are members of LCC. This is a synod-wide plan and replaces any plans that may have been run by individual districts. Therefore all congregations interested in participating must fill out an application form even if they are/were a member of a district plan.

2. When does the plan start?

The plan will become operational as of January 1, 2020

3. What does it cost a congregation?

FOR THIS INITIAL START UP the fee will be \$2.00 per communicant member subject to a minimum assessment fee of \$300 and a maximum assessment fee of \$1,000.

(Please note: the assessment fee will be reviewed annually and adjusted as necessary. It is the intent that this fund, including any administration costs, will be self-sustaining and revenue neutral.)

4. Where will the funds be held?

The funds will be held by LCC, at the TD Bank. An annual accounting of the fund will be provided to members of the MAF, and all members of Synod.

5. What is the waiting period to be eligible for assistance from the Fund?

For those that join by February 28, 2020, there will be no waiting period.

After February 28, 2020 there will be a one year waiting period before the congregation can receive assistance from the Fund. The one year waiting period begins upon receipt of payment of assessment.

6. How do I join?

Step 1: Fill out an application form. (See attached form)

Step 2: Send in the required assessment fee after you receive an invoice with the amount owing.

7. What are the obligations of congregations that join the fund?

You are obliged to pay the annual assessment. You are obliged to remain in the fund a minimum of 5 years, although we hope you will stay in the fund longer than 5 years. (See attached policy for full details.)

DEADLINE FOR JOINING IN THE INITIAL START UP: February 28, 2020

FUND START UP DATE: January 1, 2020



Lutheran Church–Canada Moving Assistance Fund

The purpose of the Moving Assistance Fund (MAF) is to provide financial assistance with moving expenses to congregations who have called a rostered worker or requested a church worker such as a DPS Intern or Vicar.

Conditions of Membership

1. Congregational membership in the MAF is voluntary.
2. Congregations desiring to join the MAF will be expected to fill out an application form.
3. Members of the MAF will be assessed annually at a rate per communicant member. (See Appendix 1 for the current rate.) The assessment rate will be reviewed periodically and revised as necessary to ensure that the Fund remains self-sustaining and revenue neutral.
4. Congregations can join the MAF at any time. However, except for congregations who join the MAF during the initial sign up period, there will be a one year waiting period before the congregation can receive assistance from the MAF. After joining the MAF, congregations must remain in the MAF a minimum of 5 years unless they have not received any assistance from the MAF. A congregation receiving assistance from the MAF during the first 5 years of membership and desiring to leave the MAF before the 5 years are up, can only do so if the money received from the MAF is first refunded to the MAF.
5. MAF assessment will be included on MAF member congregations annual assessment from LCC, in October of each calendar year. A congregation must remain in good standing by meeting their obligation to pay the annual assessment. Failure to do so will be regarded as a forfeiture of membership.

Moving Fund Assistance Guidelines for Moving Household and Personal Effects for all Church Workers (Rostered Workers, DPS Interns and Vicars)

(Note: The following guidelines apply only to the MAF. Private arrangements regarding moving costs not eligible to be shared with the MAF may be negotiated between the congregation and the Worker.)

A. General guidelines

- A1. The congregation shall consult with the Worker to arrange for the safe and most economical transportation of the worker's belongings to the new location.
- A2. All eligible expenses shall be shared 50/50 between the congregation and the MAF with a maximum reimbursement of \$7,500. The congregation and/or the Worker are expected to pay for costs at the time they are incurred. Reimbursement from the MAF will follow once receipts for eligible expenses are submitted by the congregation to the MAF administrator.
- A3. Participation in the MAF does not restrict the congregation in the selection of a mover. The congregation and the worker are free to select a mover which best meets their needs. However, the mover selected should have adequate insurance to cover the costs of the goods being moved.
- A4. The pick-up costs by the mover will be limited to the principal residence and the church office. Pick-up and delivery times should be coordinated with the mover so that overtime charges are not incurred.



A5. In cases where workers dispose of heavy furniture, major appliances, etc., an equitable weight-cost allowance may be made in lieu of the moving expense. The congregation and the MAF administrator must be consulted in advance of the move to negotiate such an allowance.

B. Eligible Moving Expenses

B1. Moving costs

The maximum weight of shipments for which the MAF will assume payment (*exclusive of books, as stipulated below*) is determined by considering the number of people in the household. See Appendix 1 for current weight allowances.

If a worker wishes to move household goods and personal effects in excess of the established weight limits, the worker must negotiate with the congregation for these additional costs as the MAF will not accept responsibility for payment above the limits designated.

Moving shipments by car, trailer, and rental truck are usually advisable when limited quantities are involved and must be made in consultation with the congregation. These special situations will be reviewed on individual merit and terms of payment may be negotiated with the MAF administrator.

B2. Shipping Books

Books, magazines, etc., can be moved at a much reduced rate by common carrier. For this reason, unless arrangements can be made with the mover to charge common carrier rates for the shipment of books, workers are directed to ship their books by freight or truck.

B3. Packing Charges

The MAF will only pay for the packing and unpacking done by the mover of fragile articles (crystal, china, lamps, etc.). See Appendix 1 for payment rate.

B4. Travel Costs

Actual costs of travel - gas, oil, for one car, meals en route and motel costs for the family - may be included in the total cost of the move. Receipts must be submitted by the Worker to the congregation for submission to the MAF administrator.

B5. Immigration Costs

These costs include only the application fee and the right of permanent resident fee for the applicant, spouse, and dependent children and will be based on the current fees imposed by the Canadian Federal Government for the Category of Economic Immigration.

B6. Seminary Candidate

When a seminary candidate accepts a call, moving expenses will generally be paid on the basis of mileage between the seminary of training and the calling congregation. However, in cases where the candidate has had a deferred vicarage and is moving directly from his vicarage location to the calling congregation, the moving expenses will be paid on the basis of the mileage between the vicarage location and the calling congregation.

B7. Vicarage

Congregations requesting a vicar placement are eligible to use the MAF for the moving costs of the vicar from the seminary to the congregation. The MAF will not pay the moving costs back to the seminary.



C. Ineligible Expenses

- C1. Moving costs of frozen foods, perishable goods, and building materials.
- C2. Storage charges. (In exceptional cases, this cost may be negotiated with the MAF administrator.)
- C3. Costs for the disconnecting and reconnecting of appliances.
- C4. Packing charges for non-fragile items.
- C5. Moving of vicar from congregation back to seminary.
- C6. Moving of pets.

EXAMPLE 1

A married pastor from a parish in Saskatchewan is called to a parish in Northwest Ontario. He, like many pastors, has a large number of books in his library. Arrangements are made to ship the books by common carrier. The rest of his household is moved via a self-drive rental truck. His wife drives their car while he drives the truck. Because all the expenses are in line with the MAF policies, the Fund will reimburse the congregation 50% of the total cost incurred, including gas, oil, for their car, meals en route and motel costs for the family, up to the maximum allowed by the fund.

EXAMPLE 2

A congregation in British Columbia calls an LCMS Pastor from North Dakota. The pastor is married with two children. Because he and his family are immigrating to Canada from the US, the fund also pays for 50% of their immigration application expenses. As all moving expenses are in line with the MAF policy the congregation is reimbursed for 50% of the cost for the move, up to the maximum allowed by the Fund. Due to an error by immigration officials, the worker is required to go to the nearest border crossing and re-file some documents. The MAF would not reimburse any of these expenses.

APPENDIX 1

1. Current assessment rate

Congregations will be assessed annually in October, except for the initial signup. The initial sign-up fee is \$2.00 per communicant member subject to a minimum assessment fee of \$300 and a maximum assessment fee of \$1,000. The number of communicant members will be based on the latest LCC statistical report at the time of the move.

2. Weight of goods

Basic allowance for husband and wife for household items -up to 13,000 pounds.
Each additional family member living at home -500 pounds.
Maximum eligible weight allowance - 15,000 pounds.

3. Packing Charges for Fragile items

50% of the cost to a maximum of \$1,000.

Moving Assistance Fund – Application Form

Congregation Name: _____

Congregation ID Number: _____

Address: _____

City: _____ Prov.: _____ Postal Code: _____

Telephone: () _____ Fax: () _____

Email: _____

I certify that I have the authority to sign on behalf of the congregation and have read the Moving Assistance Fund policy and hereby accept the terms and conditions of membership.

Authorized by: _____

Signature

Date

Name (please print)

Position

Upon completion of this application form, please forward a copy to the MAF administrator at the address (regular mail or e-mail) at the top of the form. An invoice will be emailed to your congregation indicating your assessment fee.