



## **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. 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 sent out in January 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. 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.

### **B6. 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.
- C.7. Immigration costs.

#### 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.

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#### **APPENDIX 1**

##### 1. Current assessment rate

Congregations will be assessed annually. The current fee is \$1.50 per communicant member subject to a minimum assessment fee of \$225 and a maximum assessment fee of \$750. The number of communicant members will be based on the latest LCC statistical report on file at the time of the assessment.

##### 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.*