

**Northern Spirit Regional Council**  
**Moving Assistance Policy**  
**Communities of Faith**

**General Policy Statement**

Communities of Faith are responsible for paying the moving expenses of Candidates and other Ministry Personnel when beginning a new pastoral relationship. This includes travel expenses, and expenses for moving the person's possessions. It also includes the moving expenses of the person's immediate family if they move with the person or within the first year of that person's placement. It is expected the pastoral relationship will have a term of at least three years.

Communities of Faith may be eligible to apply for assistance in the form of a grant to cover a portion of the moving costs. Eligibility will be based on the following criteria:

1. A Community of Faith has modest income and insufficient funds or other assets to pay the moving costs;
2. A Community of Faith is listed in Appendix A of this document as a geographically isolated ministry.
3. A Community of Faith has not received a grant for moving assistance within the past three years.

If the Community of Faith is deemed eligible, the Northern Spirit Regional Council will provide grant assistance according to the following formula.

**Prescribed Formula**

1. The first \$2,000.00 of moving expenses are to be paid by the Community of Faith;
2. The Community of Faith may apply for a grant to assist with up to 60% of the remainder of moving expenses; the grant not to exceed \$6,000.00;
3. Applications must include:
  - a) the latest audited Year End Financial Statements including a Statement of Income or Statement of Receipts and Disbursements and a Balance Sheet;
  - b) a current period financial statement including a Statement of Income or Statement of Receipts and Disbursements and Balance Sheet;
  - c) the current budget; and
  - d) information on how the new pastoral relationship will impact the financial position of the Community of Faith.

Should the grant prove insufficient to cover 60% of the moving costs, the Northern Spirit Regional Council will work with the Community of Faith to seek alternate sources of funding.

**Reimbursement of Moving Expenses**

It is the expectation of the Regional Council that a pastoral relationship established by call or appointment shall normally be at least three years in length.

When the Regional Council approves a request for a change in pastoral relationship initiated by the ministry person before the end of the third year, the Regional Council shall require that the moving expenses for the move to that Community of Faith be reimbursed by the minister to the parties who paid on a pro rata basis. This includes repayment of part of the grant to the Regional Council.

For example, a ministry person called or appointed, who requests a move after 15 months, would be obliged to repay 21/36 of the moving expenses paid for the move to whomever paid for the moving expenses. The Community of Faith would be obliged to ensure the Regional Council was repaid 21/36 of the grant provided to the Community of Faith.

This requirement applies to all Ministry Personnel. This requirement shall not normally be waived. However, if, in an exceptional circumstance, the Regional Council wishes to consider waiving the requirement, it may not do so until after consulting with the Community of Faith and all parties involved.

In the case of an appointment, the Regional Council shall specify in the appointment, what obligation, if any, there shall be on the part of the appointee to reimburse all or part of the moving expenses in the event of an early termination of the appointment by the appointee.

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**Appendix A: Schedule of Geographically Isolated Communities of Faith**

Fort Nelson: Hillcrest Pastoral Charge, Fort Nelson, British Columbia  
Yellowknife Pastoral Charge, Yellowknife, Northwest Territories

**Northern Spirit Regional Council**  
**Application for Moving Financial Assistance**  
**Communities of Faith**

- Please Print or Type
- Include Financial information as per the Moving Assistance Policy overleaf
- Please submit to the Regional Council Office
- Email: [NorthernSpirit@united-church.ca](mailto:NorthernSpirit@united-church.ca); or Mail: 13535 122 Ave. NW Edmonton AB T5L 2V7

**Information about the applicant:**

Community of Faith: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Email or Phone: \_\_\_\_\_  
Is this a geographically isolated ministry?     Yes                       No

**Information about the move:**

Date of the move: \_\_\_\_\_  
Name of Ministry Personnel: \_\_\_\_\_  
From where is Ministry Personnel moving?    Community of Faith: \_\_\_\_\_  
Town/City: \_\_\_\_\_                      Regional Council: \_\_\_\_\_

**Financial details:**

Total Cost of the Move: <i>Please include all invoices/receipts</i>	\$ _____
Community of Faith Minimum Contribution:	\$ <b>2,000.00</b>
Balance of Moving Costs:	\$ _____
Amount of grant requested: <i>(up to 60% of the remaining costs, maximum \$6,000)</i>	\$ _____

Remaining costs of the move are the responsibility of the Community of Faith.  
The Regional Council will work with the Community of Faith to seek alternate sources of funding.

**Community of Faith Action:**

The foregoing application was duly approved for submission by the Governing Body.  
Community of Faith: \_\_\_\_\_  
Date: \_\_\_\_\_  
Signed by: \_\_\_\_\_  
Name and Title: \_\_\_\_\_

**Regional Council Action:**

A Moving Expense Assistance Grant in the amount of    \$ \_\_\_\_\_  
was approved by the Northern Spirit Regional Council.  
Date: \_\_\_\_\_  
Signed by: \_\_\_\_\_  
Name and Title: \_\_\_\_\_

Notes: (for Regional Council use) \_\_\_\_\_