

Moving Assistance Policy

Congregational membership in the Moving Assistance Policy (MAP) is voluntary, but in order to be fair to all, a congregation is invited to join the MAP at the time it is chartered. If it chooses to join at a later date, it will be required to pay its share retroactively to either its charter date, or five (5) years prior, whichever is a shorter term.

The congregation must remain in good standing by meeting their obligation of annual assessments of moving expenses which are assessed per communicant membership near the end of each calendar year. Failure to meet this assessment in any given year will be regarded as a forfeiture of membership and eliminates the congregation from the benefits.

(Note: These guidelines apply only to the District MAP. Private arrangements re: moving costs over and above those paid for by the MAP may be negotiated by the calling congregation and the called Church Worker.)

Guidelines for Moving Household and Personal Effects for all Rostered Workers, DPS Interns and Vicars

Lutheran Church - Canada, East District

1. The calling congregation shall consult with the called Church Worker (CW) or arrange for the safe and economical transportation of his belongings to the new location.
2. The CW shall be responsible for the moving costs of frozen foods, perishable goods, and building materials.
3. 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, CWs are directed to ship their books by freights or truck, 50% of which cost shall be met by the CW.
4. Storage charges normally are not covered. In exceptional cases, this cost may be negotiated.
5. The maximum weight of shipments for which the Church will assume payment (*exclusive of books, as stipulated above*) is determined by considering the number of people in the household.

Basic allowance for husband and wife household items is up to 13,000 pounds. Each additional family member of the household living at home, is allowed 500 pounds. Normally, the maximum weight allowance approved by the MAP payment will not exceed 15,000 pounds unless the move can be arranged on an hourly basis. This will depend on the distance of the move.

If a CW wishes to move household goods and personal effects in excess of the above limits, the MAP will not accept responsibility for payment above the limits designated.

(Note: These guidelines apply only to the MAP. Private arrangements re moving costs over and above those paid for by the MAP may be negotiated by the calling congregation and the called CW.)

6. Packing Charges: The called CW shall be responsible for all packing except, china, dishes, pictures, mirrors, mattresses and lamps. The packing and unpacking of fragile articles (crystal, china, lamps, etc.,) by the mover will be paid up to a maximum of \$600.00.

7. **Service Charges:** Cost of disconnecting appliances will be paid by the CW. Reconnecting charges will be paid by the calling congregation.

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

9. **Applicability:** The pick-up costs by the mover should be limited to the principal residence and church office. Pick-up and delivery times should be coordinated with the mover so that overtime charges do not result.

10. **Allowances in Lieu of Moving Expenses:** In cases where CWs dispose of heavy furniture, major appliances, etc., an equitable weight-cost allowance may be made in lieu of the moving expense. The calling congregation and the District Office must be consulted in advance of the move to negotiate such an allowance.

11. **Travel Costs:** Actual costs of travel - gas, oil, for one car, meals en route and motel costs for the family - will be included in the total cost of the move and subject to 50% payment from the MAP. No expenses will be allowed for the moving of pets. (*Receipts must be submitted for payment.*)

12. **Insurance:** The moving company will be authorized to cover the shipment with comprehensive Travel Insurance.

13. **Immigration Costs:** 50% of the costs incurred in securing “landed immigrant status” for CWs and their family will be eligible for reimbursement from the MAP according to the Canadian Federal Government Category of Applicant, as follows:

- Skilled Worker/Family Class Principal applicant
- Spouse
- Right of Permanent Resident Fee (payable before landing for both spouses)
- Each family member under 19 years’ old

14. **Candidate:** When a candidate accepts a call, moving expenses will be paid on the basis of mileage between the seminary of training and the calling congregation.

15. **Payment:** The calling congregation will be responsible for paying the mover. Upon submission of all invoices for moving costs, the congregation is eligible to claim up to 50% of eligible moving costs (*maximum 15,000 lbs.*).

16. **Selection:** Participation in the MAP does not restrict the congregation in the selection of a mover. The congregation and the CW are free to select a mover which best meets their needs.

17. **Cost Sharing:** The congregation and the MAP will share the cost of eligible moving expenses equally 50/50.

Summary of approved changes and amendments:

March 3, 2001 - BOD defines “family” to include dependent children only.

March 5, 2004 - BOD capped the immigration expense claimed under the Moving Fund. \$500.00 will be reimbursed per family. (Subject to review by DFF)

October 8, 2008 – BOD 08-151. Motion: To amend the District moving Fund Policy be amended to include All Rostered Workers. Action: Adopted

October 8, 2008 – BOD 08-152. Motion: To amend Paragraph 1, to alter the amount of retroactive payment of congregations choosing to either its charter date or five (5) years prior, whichever is the shorter term. Action: Adopted

September 26, 2016 – BOD 16-056 Motion, change the name of the “Moving Fund Policy” to "Moving Assistance Policy" plus other revisions in wording.

Note: for up-to-date information on Canadian Immigration Costs, reference the following Government website, www.cic.gc.ca/english/applications/fees.html