



## **CLERGY REMOVALS PROCEDURE / POLICY**

**(This procedure applies to both stipendiary  
and non stipendiary clergy)**

- The Diocesan Secretary is to be contacted by the cleric to discuss the forthcoming move as soon as he/she is aware of the move.
- The cleric will obtain a minimum of two quotations – three where the cost of the removal exceeds £1,500.
- The quotations are to be forwarded to the Diocesan Secretary, who will accept the lowest quotation. **The quotations should be received at least 21 days prior to the proposed removal date.** A copy of the acceptance letter will be sent to the cleric for his/her information.
- If a cleric decides to pack various items personally, the Board will not pay additional costs incurred once the quotation has been accepted. It is the responsibility of the cleric to ensure that all relevant costs are included in the submitted quotations.
- No removal should commence without the Board's acceptance of the lowest quotation.
- If the quotations received appear excessive, consultation will take place with the Chair and the relevant Archdeacon. The Board will reserve the right to arrange for an additional quotation, from a removal company of its choice, if it is deemed necessary.
- A cleric can request that a quotation other than the lowest quotation is accepted. In this case the cleric will be advised that the excess payable, between the lowest and the preferred quotations, will be deducted from the relocation grant.
- Confirmation of the dates and times of removals with the removal company concerned will be the responsibility of the cleric.
- The relocation grant will be paid at the same time as the removal company's invoice. No relocation grant is paid when a cleric retires or resigns.
- The Board will consider requests for payment of this grant prior to this date.
- ***The Board reserves the right not to pay any removal costs if the above procedure/policy is not adhered to.***

**March 2014**