

**Baptist Churches of South Australia Inc.**

**Ministers' Relocation Fund (MRF)  
Policy**

**1. Preamble**

- 1.1. The Ministers' Relocation Fund (MRF) exists to assist churches with the expenses associated with the relocation of a pastor in response to a 'call to ministry'.
- 1.2. The MRF functions as a fund with churches subscribing to purchase a designated number of 'units', which can be claimed against when an approved expense is incurred.

**2. Levy**

- 2.1. A participating church may purchase, by payment of the appropriate levy, a unit of the MRF.
- 2.2. The maximum number of units that may be purchased by a church shall be twelve (12), unless otherwise agreed to by the Fund manager.
- 2.3. The total levy shall be paid annually in advance.
- 2.4. The levy shall be \$20 per annum per unit.

**3. Payment of Claims**

- 3.1. Churches shall have subscribed to the Fund for not less than three (3) years prior to making a claim.
- 3.2. Claims can only be made against the number of units subscribed to.
- 3.3. Subscribing churches may claim against the fund upon presentation of receipts for cost incurred for the minister's relocation, including:
  - 3.3.1. Removal expenses for furniture and personal effects, and
  - 3.3.2. Travel expenses for the minister, their spouse and children under 18 years of age.
- 3.4. Subscribing churches may make a maximum of one claim every three (3) year period, unless otherwise agreed to by the Fund manager.
- 3.5. Payment will be at the rate of \$250 per unit, but not exceeding the actual costs incurred.
- 3.6. Any overdue levy payments will be deducted from claims.

**4. Management of the Fund**

- 4.1. The Fund shall be managed by Baptist Churches of South Australia Inc.
- 4.2. The Fund manager shall ensure the payment of all complying claims.
- 4.3. The Fund manager shall include the Fund in its annual financial reporting.
- 4.4. The Fund manager may charge a reasonable annual management fee to the Fund.

**5. Cessation of Participation**

- 5.1. A subscribing church shall cease to be considered as subscribing, and shall become ineligible to receive any benefit from the Fund, should either:

- 5.1.1. Payment of levies be three (3) months in arrears, unless otherwise agree to by the fund manager, or
- 5.1.2. The church notifies Baptist Churches of SA Inc, in writing, of its intention to withdraw.

## **6. Winding Up of the Fund**

- 6.1. The MRF may be wound up by resolution of the Assembly Board of the Baptist Churches of SA upon:
  - 6.1.1. A recommendation from its financial advisors, or
  - 6.1.2. Receipt of a partition from not less than half of the subscribing churches at that time.
- 6.2. Upon a decision to wind up the Fund in accordance with 6.1 above, the funds in hand shall be distributed as follows:
  - 6.2.1. Repayment to subscribing churches, on a pro rata basis, up to a maximum of the eligible claim monies at the time of winding up.
  - 6.2.2. Any surplus to be paid to Baptist Churches of SA Inc.