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.