



	Clergy Housing Policy		v1.1
Body adopting policy:	Diocesan Council	Date of adoption or last review:	14 December 2022
Related Documents:		Review schedule:	Every 5 years

1. OVERVIEW

This Policy is intended to provide guidance for the Synod of the Diocese of Adelaide of the Anglican Church of Australia Incorporated (“the Synod”), Parishes and clergy in the Diocese of Adelaide concerning their responsibilities for the management of housing provided for clergy. Synod holds parish trust property on trust for the benefit of parishes. One of Synod’s functions is to support parishes in maintaining their parish trust property. Clergy houses (also referred to as rectories) form part of parish trust property.

2. SCOPE

This policy applies to:

- 2.1. all parishes for which the Synod holds Parish Trust Property as trustee pursuant to the Model Declaration of Trust Ordinance 1985: and
- 2.2. the management of all houses which form part of Parish Trust Property held by the Synod upon the trusts declared in the Parochial Administration Ordinance 1985.

Non model trust parishes are required to provide reasonable housing for their clergy and to develop arrangements and processes that mirror this policy for their own context.

3. PRINCIPLES

- 3.1. Clergy are licensed by the Archbishop of the Diocese to exercise ministry in Anglican Parishes. In order to fulfil the role, incumbents are required to live in a Clergy House provided by the Parish, except where exceptional circumstances exist and the Archbishop has given written permission for the clergy to reside elsewhere.
- 3.2. Every Parish must provide a Clergy House for its incumbent. It is expected that the house be owned not rented.
- 3.3. The main purpose of the Clergy House is to provide a residence for the incumbent and the incumbent’s family, but must include a room suitable for private study and devotions.
- 3.4. The Clergy House must be of a suitable standard and include appropriate facilities to enable the incumbent to exercise ministry within the Parish.
- 3.5. The Clergy House will normally be located in the vicinity of the church (or one of the churches) in the Parish(es) to which the incumbent is licensed.
- 3.6. The parish in consultation with the Synod will ensure that when the Clergy House is supplied to the incumbent it is fit for purpose and is reasonably secure, clean and tidy.

- 3.7. There shall be an annual inspection of the Clergy House, to be undertaken by the Synod together with a parish representative.
- 3.8. The Parish will be responsible for the cost of repairs to and maintenance of the Clergy House.
- 3.9. The incumbent is required to keep the Clergy House clean and tidy.
- 3.10. The Synod, the Parish and the incumbent will enter into an occupancy agreement which sets out their respective rights and responsibilities.
- 3.11. Where clergy are licensed to a role (such as a chaplaincy) where no Clergy House is provided, they will be entitled to a (pro-rated) housing allowance at 100% of the rate set annually by Diocesan Council.
- 3.12. Where a clergy house is provided and an incumbent has elected to and been given permission to live elsewhere, the incumbent will be entitled to a (pro-rated) housing allowance at 75% of the rate set annually by Diocesan Council.

4. SPECIAL CASES

- 4.1. Incumbents <0.8FTE
If an incumbent's appointment to the Parish equates to less than 0.8FTE, the incumbent will not normally be required to live in a house provided by the Parish. Prior to any such appointment being finalised, the Parish, the proposed incumbent and the Archbishop are to reach agreement on the housing arrangements and rates of housing allowance that are to apply to that incumbent's appointment.
- 4.2. Clergy couples
 - 4.2.1. Where one of the clergy couple is an incumbent in a parish and the clergy couple occupy the Clergy House provided to that incumbent, the other clergy person will be entitled to a (pro-rated) housing allowance at 100% of the rate set annually by Diocesan Council.
 - 4.2.2. Where both of the clergy couple are licensed to roles where no Clergy House is provided, they will each be entitled to a (pro-rated) housing allowance at 100% of the rate set annually by Diocesan Council.

5. RESPONSIBILITIES

- 5.1. ARCHBISHOP is responsible for:
 - 5.1.1. Determining housing arrangements for clergy appointments less than 0.8FTE.
- 5.2. DIOCESAN COUNCIL is responsible for:
 - 5.2.1. Approval of this policy and review every five years;
 - 5.2.2. Setting the rate for the clergy housing allowance annually.
- 5.3. SECRETARY OF SYNOD is responsible for:
 - 5.3.1. Establishing procedures and Agreements to implement this policy;
 - 5.3.2. Promulgating the policy, procedures and agreements to Parish Councils and licenced clergy;
 - 5.3.3. Ensuring Parish Councils and licenced clergy enter into the appropriate agreements;
 - 5.3.4. Arranging annual inspections of all clergy houses;
 - 5.3.5. Consulting with parish wardens regarding repairs and maintenance;
 - 5.3.6. Undertaking repairs and maintenance, at the Parish's expense, where not attended to by parishes in a reasonable time;
 - 5.3.7. Arranging property insurance;
 - 5.3.8. Advising departing clergy of their obligations for make good and collecting the cost of repairs where necessary.

- 5.4. PARISH COUNCILS are responsible for:
 - 5.4.1. Ensuring an appropriate clergy house is provided for the incumbent;
 - 5.4.2. Providing the housing allowance where the incumbent does not live in the clergy house;
 - 5.4.3. The cost of property insurance, all rates taxes and other outgoings, utilities and other allowances payable;
 - 5.4.4. Maintaining the clergy house to a reasonable standard;
 - 5.4.5. Rectifying breakdowns and maintenance issues without delay;
 - 5.4.6. Maintaining records of repairs and maintenance and making them available to Synod on request;
 - 5.4.7. Keeping guttering and downpipes free of debris;
 - 5.4.8. Participating with Synod staff in annual inspections; and
 - 5.4.9. Agreeing with incumbents arrangements for pets, gardening and decoration.
- 5.5. CLERGY INCUMBENTS are responsible for:
 - 5.5.1. Insurance cover for their own possessions;
 - 5.5.2. The cost of repairs for damage caused by them, their family members or pets (excluding fair wear and tear);
 - 5.5.3. Keeping grounds tidy and free from rubbish;
 - 5.5.4. Maintaining lawns and gardens to a reasonable standard;
 - 5.5.5. Notifying the parish promptly of any damage, fault or breakdown in or to the clergy house;
 - 5.5.6. Using their best endeavors to reach agreement with the parish on any proposed pets to be kept;
 - 5.5.7. Providing reasonable access for repairs, maintenance, alterations and inspections;
 - 5.5.8. Returning the property in the condition that it was received at commencement of occupancy (excluding fair wear and tear).