

# **Policy on Fiscal Procedures to be Followed During a Clergy Vacancy**



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## **POLICY**

The following policy of the Episcopal Diocese of Utah addresses the question of what happens in an unincorporated parish to Diocesan grant moneys when the clergy person leaves his/her cure.

## **PURPOSE**

Diocesan grants are given based on the total needs in the congregation, including clergy compensation packages. The normal procedure is for the Diocese to send a check each month for 1/12 of the total Diocesan grant (if any) less 1/12 of the annual compensation package for the clergy person.

When the clergy position is vacant and the congregation does not incur clergy expenses, then the need for the Diocesan grant is reduced by that amount. Since the Diocese will be paying for the expense of supply, travel, interviews, and ultimately for moving expenses of the new clergy, it is reasonable that these expenses should be paid from Diocesan grant moneys not needed by the congregation. Therefore, when a vacancy occurs, 1/12 of the annual compensation package of the previous clergy is withheld from the Diocesan grant:

- ❖ IF THE DIOCESAN GRANT IS LARGER THAN THE COMPENSATION PACKAGE OF THE PREVIOUS CLERGY, then the Diocesan grant less the previous clergy compensation package amount will continue to be sent to the congregation for its ministry needs. The congregation will continue to remit the normal 1/12 of its annual assessment. In this instance, the Diocese will pay for all costs for supply, searching, interviewing, and moving. If the costs for such expenses exceed the amount accumulated by retaining the moneys that previously paid for the clergy compensation package, then the Diocese will pay the difference. When a new clergy person is employed, a new Diocesan grant amount will be calculated to include the costs of the new clergy compensation package.
- ❖ IF THE DIOCESAN GRANT IS LESS THAN THE COMPENSATION PACKAGE OF THE PREVIOUS CLERGY, then the entire Diocesan grant will be retained by the Diocese with no additional amount due from the congregation other than the normal assessment. In this instance, the congregation should set aside the clergy costs saved and used in partnership with the Diocese to help offset the costs incurred in the search process and moving. If those costs exceed both the moneys retained by the Diocese and moneys saved by the congregation, then the Diocese will pay the difference. When a new clergy person is employed, a new Diocesan grant amount will be calculated to include the costs of the new clergy compensation package.