

**RELIGIOUS HOUSING GUIDELINES
AND CONTRACT
DIOCESE OF ROCKVILLE CENTRE**

2/3/22

I. BASIC ASSUMPTIONS UPON WHICH GUIDELINES ARE BASED

1. Parish housing provides an opportunity for religious to minister within the parish or in other congregational approved ministries.
2. Stewardship, basic care for property which preserves it in good condition, is the responsibility of the pastor and the local religious community according to their appropriate roles.
3. Parish buildings are the responsibility of the parish, through the pastor.
4. Dialogue to discuss housing guidelines will take place between the local religious community and the pastor annually.
5. The space defined by the Housing Agreement is reserved for the congregation/s signing the agreement and privacy is assured.
6. When a parish or diocese facility is being used as a residence for religious, no major change in structure, space or use of this property may be made without dialogue between the pastor and the local religious community. This process is done in consultation with the Vicar for Religious and the leadership of the religious Congregation. The permission of the Diocesan Bishop is required to close a religious residence.

II. RESPONSIBILITIES FOR RESIDENCE OPERATIONS

- A. Responsibilities of the Parish
1. Routine maintenance, painting, outdoor property maintenance and security of the residence including utility costs for lighting and heating as well as insurance expenses (liability and fire) and taxes, if any. An annual report may be shared with the community concerning the expenses.
 2. To provide, maintain and replace the refrigerator and stove. Provision for other major appliances is negotiable. Appliances provided by the parish remain the property of the parish
 3. Residence costs are accounted as parish costs. It is not expected that the lodging donation fully cover expenses.
 4. Capital improvements are the responsibility of the parish.

B. Responsibilities of the Religious Community

1. Telephone expenses.
2. Painting or wallpaper in accordance with individual preference outside of regular, agreed upon, maintenance schedule.
3. An inventory of all furnishings both parish and congregation, shall be kept, updated annually, with a copy on file at the residence and rectory.
4. A list of those living in the residence will be attached to the agreement and updated whenever changes occur during the year.

III. DIALOGUE AND NEGOTIATIONS

1. If any major work is planned that will affect the living space, the pastor will consult with the local religious community for a mutually convenient time and for access to the premises.
2. If parish renovations or usage will significantly alter the living space and/or the privacy of the local community, a discussion between the pastor, the local religious community and the Congregation/s leadership will take place so that a mutually agreeable decision may be made. Discussion will begin as soon as possible but no later than **March 15**.
3. Major construction changes in the building initiated by the local religious community (e.g. doors, windows, walls, permanent electrical or plumbing changes, etc.) need the approval of the pastor. Payment for such construction is in accord with previous negotiations.
4. If the religious plan to use part of the living space for other purposes, prior permission of the pastor is required.

IV. PROCESS FOR RENEWAL OF HOUSING AGREEMENT WITHOUT NEW CONDITIONS

1. The pastor and/or local religious community will initiate dialogue for the renewal of the housing agreement. Dialogue will include a review of the responsibilities of the parish and the local religious community. This will be completed by **April 1st**.

V. PROCESS FOR RENEWAL OF HOUSING AGREEMENT WHEN THERE IS A QUESTION ABOUT RENEWAL

1. The pastor and/or local religious community initiate dialogue with each other if there is a possibility of non-renewal of the Housing Agreement. Awareness of any extenuating circumstances, such as renovations, a closing being considered, a decrease in the number of religious in residence for the coming year, etc., will be shared by the pastor and the local religious community as soon as possible but no later than **March 30th**.
2. The pastor will notify the Episcopal Vicar and the local religious community will notify the Congregation leadership. Negotiations will be on-going among the pastor, local religious community, Episcopal Vicar and Congregation leadership.
3. After dialogue has been completed, if a decision is made by the pastor and Congregation/s not to renew the Housing Agreement, a **Statement of Non-Renewing** will be signed by the pastor and the Congregation/s as soon as possible but no later than **April 15th**. A copy will be sent to the Episcopal Vicar.

VI. HOUSING AGREEMENT

1. Each year, the vicar for religious will send copies of the religious Housing Guidelines and the Housing Agreement to each pastor and to the leadership of each religious.
2. Each year, the leadership of each religious Congregation will send copies of the Religious Housing Guidelines and the Housing Agreement to the religious living in community in parish or diocesan facilities before **March 1st**.

HOUSING AGREEMENT

DIOCESE OF ROCKVILLE CENTRE

The Parish of _____

enters into a Housing Agreement with the Congregation/s of _____

for the year **September 1, 2022 to August 31, 2023.**

The lodging donation determined by the Diocesan Stipend Committee for the fiscal year must be observed.

For the year 2022 - 2023, it is \$520 per person, per month.

The number of Religious for this year is to be not fewer than _____.

Utilization of this living space by fewer than _____ Religious necessitates dialogue about possible non-renewal in the future.

Signed _____
Pastor

Representative/s of the local Religious community

Date

Copies of this Agreement are kept on file in each Parish, Religious House and sent to the office of Vicar for Religious.

DIRECTIVES FOR RELIGIOUS HOUSING GUIDELINES

1. The pastor and religious are encouraged to follow the suggested timeline for renewal and/or non-renewal of the agreement.
2. When using the Guidelines for an intercommunity house it is suggested that the members from each represented congregation sign the agreement.
3. The pastor and religious share a mutual understanding and appreciation of the presence of religious in a parish setting and the witness value that religious render to the parish by participation in the life of the parish, as may be possible.
4. Copies of the Housing Agreement are kept on file in each parish, religious house, and a copy sent to the Office of Vicars for Religious.