

HOUSING GUIDELINES FOR RELIGIOUS

PART I ANNUAL AGREEMENT

DIOCESE OF BROOKLYN - DIOCESE OF ROCKVILLE CENTRE

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/administrator 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/administrator and the local religious community. This process is done in consultation with the Episcopal Vicar 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, gas 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/administrator 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/administrator, 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 31st.
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/administrator. 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/administrator is required.

IV. **PROCESS FOR RENEWAL OF HOUSING AGREEMENT WITHOUT NEW CONDITIONS**

1. The pastor/administrator 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 20th.

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

1. The pastor/administrator 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 /administrator and the local religious community as soon as possible but no later than March 31st.
2. The pastor/administrator will notify the Episcopal Vicar and the local religious community will notify the Congregation leadership. Negotiations will be on-going among the pastor/administrator, local religious community, Episcopal Vicar and Congregation leadership.
3. After dialogue has been completed, if a decision is made by the pastor/administrator and Congregation/s not to renew the Housing Agreement, a **Statement of Non-Renewing** will be signed by the pastor /administrator and the Congregation/s as soon as possible but no later than **April 20th**. The form can be requested of the Episcopal Delegate for Religious and a copy returned to her office.

VI. HOUSING AGREEMENT

1. Each year, the Episcopal Delegate for Religious will send copies of the Housing Guidelines and the Housing Agreement to each pastor/administrator and to the leadership of each religious congregation before **March 18th**.
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 18th**.
3. If there are multiple communities in residence, one representative from each community will sign a separate Housing Agreement form
4. A copy of the signed Agreement Form is sent to the Episcopal Delegate for Religious' office.

Approved:
Fall, 1993
Revised: 2022

Bishop Nicholas DiMarzio
Bishop of Brooklyn

Bishop William Murphy
Bishop of Rockville Centre

HOUSING AGREEMENT
DIOCESE OF BROOKLYN

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 of the Diocese for the fiscal year must be observed.

For the year 2021 – 2022 it is \$480.00 per person per month

The number of religious for this year is to be no fewer than _____.

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

If parishes or worship sites close or merge, which might necessitate the sale of parish buildings during the duration of the Housing Agreement, a re-negotiation of the Agreement would be necessary between the parish and the religious congregation.

Signed _____
Pastor / Administrator

Representative/s of the local religious community

Date

DIRECTIVES FOR RELIGIOUS HOUSING GUIDELINES

1. The pastor / administrator 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. Copies of the signed agreement are kept by the pastor / administrator and the religious community representative. **A copy is to be sent to the Episcopal Delegate for Religious.**
4. The pastor /administrator 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.