

Presbyterian Church of Victoria Ministers' Holiday Accommodation Scheme: Policy

The Board of Investment and Finance, will seek to identify and rent a suitable property or properties from time to time for the purpose of providing subsidised holiday accommodation for ministers, missionaries and home missionaries. The availability of the program will be limited by:

- a. the income generated by the Balfour Memorial Rest Home trust allocated for this purpose and:
- b. demand from eligible users.

Please note: The properties are not owned by the PCV but are rented on the open market. They are therefore not always available to us, and may not be available to meet the preference of the applicant.

1. Eligibility:

This holiday scheme is available only to ordained ministers serving in the PCV (full and part time), home missionaries (appointed by the PCV HMC); and missionaries (who are set apart by the PCV though not necessarily serving with APWM).

*Usually the equivalent of at least a 40% load.

Subject to availability outside the normal holiday period, retired persons in the above categories who are actively and to a significant extent involved in the affairs of the denomination in some official capacity may also apply.

2. Availability:

- Priority is given to families with school age children during school holidays.
- Applications must be submitted for a one week block.
- Bookings for less than a week will not be considered.
- Applications may only be submitted for a single week in any given year.

Applicants must nominate first through to third preferences for the week(s) and or destinations they want.

3. Allocation of weeks:

- In the initial round of offers a ballot will only be held when there are two or more applicants for the same destination and for the same week.
- Those who are unsuccessful in a ballot will have their names placed on a reserve list in case there is a cancellation or so that they may be offered other times and/or destinations that might not have been applied for. (see 4c below).
- Any weeks not taken in this round are allocated on a "first come, first served" basis.

4. Confirmation of booking:

The Committee wishes to ensure that as many applicants as possible are able to utilise this generous facility and have ample time to make the necessary plans so they can enjoy their holiday. To minimise any delays and possible disappointments, the following procedure will be followed:

After applications have been received, confirmation forms will be sent out to all successful applicants.

- a. The confirmation form with a cheque for full rental amount for the week(s) successfully applied for must be received within two weeks of the sending date.
- b. If a cheque for the rental is not received within two weeks of the sending date of the confirmation form, the week(s) will be offered to another applicant who was unsuccessful in any ballot that might have been held or otherwise made available to any other applicant.
- c. No firm booking will be registered with the agents acting for the various holiday destinations without receipt of payment in full.

5. Cancellations:

Anyone cancelling their booking within two months of their holiday date will forfeit their payment if the Committee cannot find a replacement tenant.

6. Fees:

The weekly rate for 2018/19 is \$250 and this will be revised by the Board of Investment and Finance from time to time.