

Moving Policies (revised 12/2022)

- A. Persons eligible for conference-paid moves include appointed itinerant clergy within Indiana which include:
- Elders (FE)
 - Clergy from other denominations (OD) who are serving INUMC in a full-time appointment are eligible for moving benefits
 - Provisional Elders (PE)
 - Full-Time Local Pastors (FTLP)
 - Part-time Local Pastors being appointed to a Full-time position
 - Full and Provisional Deacons being appointed to a full-time pastoral position
 - Retirees (one move only within one year of retirement date) (FE, PE and FTLP only)
 - Seminary Students (to first full-time appointment)
 - Surviving Spouse of Active Clergy (FE, PE and FTLP within one year after death)
 - Others eligible for conference-paid moves include: conference professional staff and special appointments fully funded by the Indiana Conference.
- B. Prior to any move being approved or funded, the moving pastor must obtain and submit to the Conference Moving Coordinator binding or not to exceed estimates from two moving companies and indicate the mover they prefer to use on the Moving Report. The Conference is only obligated to pay the amount of the lower estimate. [see *Moving Information, Move Dates and Estimate Process* below]
- C. The total amount allowed for each move will be determined each year by the Council on Finance & Administration and recommended to the Annual Conference. All moves within the state of Indiana for eligible persons will be paid in full up to 13,000 pounds. All moves within the state over 13,000 pounds will be paid at a maximum of \$3,500. All overages will be billed directly to the clergy person by the mover. This is a condition of using a moving company. For intra-state moves in excess of 250 miles one-way, an additional \$500 may be added to the total allowed for the move.
- D. Moving companies must submit weigh tickets to verify weight prior to invoice being paid. If weight tickets are not provided, a maximum payment of \$3500 will be made.
- E. Any church receiving a new pastor that did not pay their Conference tithe at 100% in the prior calendar year will be required to contribute \$2,000 to the conference moving fund to offset costs of their pastor's move. A church's contribution will be the lower of the following two amounts; the difference between the shortfall in tithe payment or \$2,000.
- F. All moves across state lines (in or out) will be paid at a maximum of \$3,500, including self-moves (see item G. below). Moves to INUMC must be pre-approved prior to scheduling and coordinated with the Moving Coordinator.
- G. Those eligible for a conference paid move may select a self-move. Eligible expenses include the cost gas or mileage for one personal vehicle, truck rental (plus gas only for the rental truck), equipment, packing materials, documented labor costs. Receipts must be submitted for reimbursement. Any person receiving payment for labor must be bonded and insured, and an itemized record of name, hours and rate of pay must accompany the reimbursement request. Reimbursements are not to exceed \$3,500.
- H. Items that specifically will not be paid for include: transport of vehicles including boats, special labor (third party) for dis-assembly or assembly of items.
- I. Conference-paid insurance is for \$50,000 in contents*; additional insurance should be purchased *if desired*.
- J. Any exceptions to this policy will need to be funded outside of this budget line item in the Conference Budget.
- K. All persons moving will receive a Form 1099 at the end of the year per IRS regulations.

* Deductible applies

Indiana Moving Policy/Practices

As part of the itinerancy system it is our normal practice that all new appointments begin on July 1 of each year. This involves the sequential moves of clergy into parsonages as they follow each other in the appointment system. In order to clarify and help facilitate this process, the Cabinet has established the following policies and practices. These shall be shared with clergy and SPRC committees at the time of the take-out and the take-in. It shall be shared both in writing and as part of the conversation.

- A. The last Sunday of June and the first Sunday of July shall be transition Sundays. This means local congregations need to be prepared to cover the pulpit if needed.
- B. All those who are leaving ministry, including those who are retiring, need to vacate the parsonage no later than the third Sunday in June of each year.
- C. All moves shall be completed no later than the third Sunday in July. For Financial Policies related to the moving policies, see the report of the CF&A in the Journal. If you have any questions, please contact the Moving Coordinator.
- D. At the time of the take-out and the take-in, the process will be explained.
- E. All congregations will be given 2-3 days between moves to care for parsonage needs. If additional time is needed, it will be accomplished before or after the clergy move, or special arrangements will be the responsibility of the local congregation and clergy.

Moving Information

Estimate Process – The moving clergy must submit the Minister’s Moving Report Form and two (2) binding or guaranteed not to exceed estimates from licensed and insured movers and indicate the mover they prefer. These estimates should always be based on visual inspections (in-person or virtual assessments). The moving pastor may choose the mover with the higher estimate; however, the conference is only obligated to pay the amount of the lower estimate. This will be indicated in the guaranteed payment letter. Once the Minister’s Moving Report Form and estimates are received and the mover selected, the Conference will send a letter of payment guarantee for 100% of the cost of moving up to, or at a maximum, of 13,000 lbs. or \$3,500 maximum payment for over 13,000 lbs. to the selected moving company. The moving pastor will receive a copy of the guaranteed payment letter. All moves across state lines (incoming/outgoing) will be paid at a maximum of \$3,500.

Items that specifically will not be paid for include: transport of vehicles including boats, special labor (third- party) for dis/re-assembly of items (beds, desks, audio/TV equipment, etc.)

In the moving estimate, boxes and packing material for up to 13,000 lbs. as well as mattress boxes should be included if the company will supply them. If the cost of a move exceeds \$3,500 and packing materials/boxes are not included in the binding estimate, no further payment for packing materials will be made or reimbursed.

Moves less than 50 miles are considered "short-haul moves" and may not be subject to the state tariffs for weight-based moving costs; however, the Conference still requires weigh tickets to verify weight of all moves. Movers that estimate based on time and labor only for short-haul moves are still required to provide weigh tickets.

Move Dates – The move dates are determined in consultation with the Move Coordinator. Once the move date has been set, the moving pastor is to proceed with communicating with the approved moving company. Pastors who are moving into a parsonage need to communicate with church trustees about date(s) the parsonage will be ready.