

Clergy Relocation

A pastor's guide to moving in the Indiana Conference

Who is eligible for a Conference paid move?

- Full Elders (FE), including
 - Clergy from other denominations (OE/OD) who are serving INUMC in a full-time appointment
- Provisional Elders (PE)
- Full-time Local Pastors (FTLP) and part-time local pastors being appointed to a full-time position
 - Out of state FTLP coming to their 1st appointment in Indiana (expecting dCOM approval)
- Full and Provisional Deacons (FD/PD) being appointed to a full-time pastoral position where they are the sole clergy person at a church
- Retirees (FE, PE and FTLP only) within one year of retirement date
- Surviving spouse of clergy (FE, PE, FTLP) within one year after death of eligible clergy member
- Other eligible conference professional staff and special appointments fully funded by the Indiana Conference

When and how should I schedule my move?

- Review the Moving Policies online at <https://www.inumc.org/ministries/admin-financial-services/moving-clergy/>
- After the take-in to the new church, and your current church is aware that you are moving, contact the Move Coordinator (robin.brown@inumc.org) to discuss dates.
- Because most appointments begin on July 1 of each year, the moving process in the Indiana Conference involves the sequential moves of clergy into parsonages as they follow each other in the appointment system.
 - a. An important consideration is the timing of moving *out* of a parsonage so that the trustees can prepare for the incoming pastor as this allows moves to continue in a timely fashion.
 - b. If you live in a parsonage, communicate with the church trustees about your plans. If you are moving into a parsonage, connect with the trustees and/or SPRC chair at your new church to determine when the parsonage will be ready.

What about timing?

- 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.
- 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.
- All moves shall be completed no later than the third Sunday in July.
- 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.
- If you are not moving into a parsonage, your moving date is more flexible, unless you are vacating a parsonage for a new pastor to follow you.

What is the first thing I should do when planning my move?

- Your move should go more smoothly if you follow a few simple steps to arrange for either a professional move, or a self-move.
 - a. Determine if you will move yourself, or have a professional moving company
- For a professional move: You must get two binding or not to exceed estimates from licensed and insured moving companies *who will provide weigh tickets*. (Refer to the Movers List)
 - a. Ask movers to do a visual estimate (either in-person or virtual)
 - b. Make sure the mover chosen is aware of any belongings you have moved yourself, or that have been added, *since the estimate*. This will make a difference in the truck and labor sent for your move.
- Complete the Moving Report, indicating the mover you choose to use. You may choose the mover with the higher estimate, but the Conference is only obligated to pay the amount of the lower estimate.

What is important for me to know about getting estimates?

- In the Indiana Conference moves are paid *based on weight*. Moves up to 13,000 pounds will be paid in full (*)
 - a. If your belongings weigh more than 13,000 pounds, the move will be paid at a maximum of \$3,500 and you are responsible for any charges over \$3,500. Moves weighing 13,000 pounds or less will be paid in full.
 - b. Self-moves are paid at a maximum of \$3,500 – but we'll talk more about that later.
 - c. (*) The conference is obligated only to pay the amount of the lower estimate if the mover with a higher estimate is chosen.
 - d. Some short moves (less than 50 miles) are based on time/labor; however, *weigh tickets are still required* from these movers.
 - e. Ask the companies who give you estimates if they will provide packing materials in their bid. If the weight is 13,000 lbs or less, they will be covered.
 - f. If packing materials are not included in the estimate of moving costs, you can be reimbursed for up to \$250 with receipts.
 - g. Here is what is not covered with a paid move:
 - Transport of vehicles including boats
 - Special 3rd party labor for dis-assembly or assembly of items.
 - h. There is conference-paid insurance for \$50,000 in contents (\$250 deductible applies). Movers provide \$0.60 per pound as standard insurance coverage. You may purchase additional insurance if desired. (This insurance does not apply to self-moves.) The Conference will not pay for additional insurance.

I am moving to Indiana from another state; what do I need to know?

- A special note about those moving into the Indiana Conference: when planning your move, do not use a moving "broker" even if they say their estimate is binding. Moving brokers are middlemen that book your move but then hire a third-party moving company to complete your move. *The brokers are not actual moving companies*.
- There are nationally recognized moving companies and agents of those companies within Indiana who will move you, and the General Council on Finance & Administration

has a preferred mover who will discount most interstate moves. Contact the Move Coordinator for details.

- Moving to Indiana has a maximum payment benefit of \$3,500.

What's the next step?

- Complete the Minister's Moving Report, indicating the date of the move, and your preferred mover, and submit it with the two estimates to the Move Coordinator (email or fax is best).
 - A letter of payment guarantee will be sent to the chosen mover with a copy to the pastor.

The pastor should not be expected to pay for the move on delivery if a payment guarantee letter has been sent. Only that portion of the cost over 13,000 lbs is collected by the company at delivery, if applicable.

- Deposits to hold a date *maybe* requested in some cases. With a letter of guaranteed payment, this may be waived. If a deposit is required, the Move Coordinator will care for it.
- If you elect a self-move, let the Move Coordinator know.

How do I proceed once a mover has been chosen and the move is approved?

Once your move date has been set, the pastor should proceed with communication with the moving company. All logistics and details of the actual move are the pastor's responsibility.

I am retiring; what do I need to know?

- Retirees are eligible for a paid move within one year of the retirement date. The same policy applies to retirees' moves. If you live in a parsonage, however, you need to be moved out no later than the 3rd Sunday in June.
- If you are moving out of state, there is a \$3,500 maximum allowance.

May I move myself, instead of using a professional mover?

- You may select a self-move and have your eligible expenses reimbursed, up to \$3,500
- Eligible expenses include:
 - the cost of gas or mileage for one personal vehicle for one way
 - truck rental (plus gas only for the rental truck)
 - equipment, packing materials, *documented* labor costs.
 - 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.
 - Receipts must be submitted for reimbursement.

How can I help this process?

- Be informed and advocate for yourself; ask questions of the moving company representatives you speak with. Know your rights as a consumer.
- Moving is, in many cases, negotiable, thus there is the need for at least two estimates.
- Compare packing material prices of the moving company with other sources such as Amazon, Home Depot or sources with used boxes.

- If you choose to get estimates from, or use a company that is not on the Conference list of recommended movers (who have agreed to the INUMC moving policy), be sure that they have:
 - a license and insurance (commercial and worker's comp)
 - a good Better Business Bureau rating
 - strong online customer reviews
 - a working phone number
 - a website – are they members of any professional organizations?
 - An active USDOT number
 - a physical location, office, and moving trucks
 - AND that they will provide weigh tickets for your move, regardless of how they estimate the cost (weight or time)
 - Are they willing to invoice INUMC after receiving a letter of guaranteed payment?
 - Check <https://safer.fmcsa.dot.gov/CompanySnapshot.aspx> to learn more about the company's safety record, how many trucks they have and types of cargo they haul.
- Make sure all documents are submitted to the move coordinator (copies of everything received at delivery)
- Estimators use volume to determine weight - how much room on a truck something will take, whether an item can have anything stacked on top of it, whether there are many odd-shaped pieces such as exercise or lawn equipment – all of these factors will determine the volume and weight of a move.
 - Volume is represented in cubic feet. A cubic foot is approximately 7 pounds.
 - A box of books weighs about 14 pounds; a box of coats weighs about 40 pounds because of the size and volume of the different boxes.

To estimate the weight of your household goods (HHG), multiply each room of furniture by 1,500 pounds. Don't forget to include items located in your garage, basement, etc.

Typical home sizes and the average amount of time (and average weight) to complete a local move based on two men and one truck (this will vary based on number of other living areas in the home, garage, basement, or other storage).

2 Bedroom - 5-6 hours (4000-6000 lbs)

3 Bedroom - 7-8 Hours (7000-9000 lbs)

4 Bedroom - 8-9 Hours (10,000-12,000 lbs)

5 Bedroom - 10+ Hours (13,000+ lbs)

Anything else I should be aware of?

- There are apps for your iPhone or Android to inventory and calculate the estimated weight of your belongings. "MoveAdvisor" and "Moving Organizer Lite" are two such apps. Online calculators are located [here](#) and [here](#).
- All persons moving will receive a Form 1099 per IRS regulations (Tax Act of 2017) and the amount paid for your move will be added to your compensations total for those actively participating in the pension plan.

20,000 lbs is the weight of a school bus. An average mail elephant weighs 14,000-16,000 lbs. A 12 ft box truck weighs about 9,900 lbs.