

## 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 conference is only obligated to pay the amount of the lower estimate. 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 15,000 lbs. or \$3,500 maximum payment for *over* 15,000 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 15,000 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.

Movers that estimate based on time and labor only are still required to provide weigh tickets. 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.

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.

The moving benefit for clergy couples who are moving is the same as for one pastor moving.