

Guidelines

1. Use cardboard boxes *with tops* for general packing.
2. *Do Not Pack Flammables.* Explosions occurring in the van because of cleaning agents, aerosol cans, gasoline, kerosene, paints, chemistry sets, etc., would be your responsibility. In fact, ICC law prohibits such items on inter-state moves.
3. Pack dishes and canned goods carefully. Any fragile items, such as knickknacks, figurines, small lamps, and vases, etc., packed by you *are your responsibility*, unless you can prove negligence. (At your expense, you may have the mover pack such items, then he is responsible for any breakage.)
4. Mark the outside of the boxes for the room to which a box is being taken. We suggest that you label the doorways of the rooms in your new home to match the box-markings.
5. If contents are fragile, mark the box *clearly and distinctly*.
6. Keep the contents of boxes level with the top of the box. Do not overcrowd a box; professionals pack boxes so each item will cushion another item.
7. Fill dresser drawers with light-weight items. *Do not* put books or breakables in drawers. Damage done by ignoring this advice is *not* covered by insurance. *Do not* leave valuable articles, legal documents, or currency in dresser drawers!
8. Pack boxes of books for an average of 25 to 50 pounds.
9. Consult mover in advance about mirrors and large pictures.
10. *Do not* disassemble beds; the mover will do this and will reassemble them in your new home. **DO drain waterbeds!**
11. You and your family should designate a special, protected location for critical valuables needed on moving day (house keys, wallets, purses, check books) so that they are not packed accidentally, lost, or stolen.
12. Check *owner's manuals* of all your large appliances for proper moving procedures and consult with the mover. Servicing an appliance after moving is *your expense*.
13. *Pets, plants, and firearms* are not accepted for transfer by the moving company.
14. Most movers have *moving booklets* with helpful hints for making a move as successful as possible. Ask your mover if you can be supplied with one.
15. *Precious and/or special* items of furniture, like antiques or a grand piano, need to be discussed with your moving company consultant prior to moving day and with a crew chief on moving day! Identify such items on moving day, so that everyone knows of the need for special handling.
16. Because of the 15,000-pound limit for which the Conference will pay, it is wise to discard all articles which add unnecessary weight, such as old magazines and obsolete books, and consider getting rid of boxes of goods that have not been unpacked from previous moves.
17. *Do not* allow parishioners to assist the movers at any time! They are not covered by liability insurance nor is any damage that they cause covered by the moving insurance!
18. *Do not* advise the van driver as to the route to be taken; the driver will have already been advised. If they need extra information and ask for it, then offer whatever accurate knowledge you have. (When the van is loaded, we suggest that you ask the crew chief if the van is to be weighed. If you are quite certain the movers did not weigh the load, note that on the Bill of Lading)
19. Visible damage should be brought to the attention of the driver or crew chief and noted on the Bill of Lading before you sign it. Get a signed statement from the driver or crew chief acknowledging his having seen the damage. If you see a carton dropped, you must write that on the Bill of Lading. *All claims for loss or damage must be submitted in writing to the moving company within ten days after the delivery of your goods.*
20. Inform your District Coordinator of all problems you have during your move. For your entire move, that person will be the Coordinator in

the district where your move originated. Contact the mover to determine the time of arrival at the house where your move originates. We discourage tipping the crew but encourage availability of cool drinks.

21. *Do not leave jewelry, currency, legal documents or other similar articles of value* in furniture. Give serious consideration to packing such things in boxes that you are going to transfer yourself as you drive to your new home. (Movers do not assume responsibility for such articles.)
22. If your new location has taken you across a state line (e.g., D.C. to MD, WV to D.C.), you must register your automobiles again. Check on the regulations in your jurisdiction but remember this: even though the Conference will cover the fees for two vehicles, we expect the process to be completed within six (6) months.
23. Keep copies of pertinent paperwork regarding this move; it may be important to you later in the year or early in the next year when filing your income tax forms. It is very important that you read the *GCFA/UMC Memorandum* on Post-1993 IRS moving-expense-regulations.
24. We appreciate your cooperation with the Conference Moving Committee. When you have begun to settle down, it is important for our future planning that you take time from your busy schedule to complete our *Evaluation Form*.
25. **Remember all costs for weight over 15,000 pounds, special handling, etc. will be your responsibility.**

Note: Included in the envelope which you received from your District Coordinator are the following: the *Guidelines*, the *Evaluation Form*, a copy of the *Authorization Letter* that was sent to your moving company, and a copy of the *GCFA/UMC Memorandum* on the "Post-1993 IRS Treatment of Moving Expenses". [Copies of the *Authorization Letter* are also mailed to other offices, such as the Conference Treasurer.]

We have on file all the rates for weights over *15,000-pound Conference Limit* from each moving company we are using. If you go over the Conference limit and wish to check the rates that were quoted to us by your moving company, feel free to contact your District coordinator for the figures on both goods and insurance premiums.

Baltimore-Washington Conference

Moving Guidelines

The Baltimore-Washing Conference *Moving Policy* is in the Conference Policies and Procedures Manual ¶ 4027. Read it carefully!

These are some highlights of the *Moving Policy*. The Annual Conference pays for moving up to 15,000 pounds of your belongings. All packing and materials are your responsibility, except for mirrors, large pictures, and wardrobe boxes. (On your moving day, movers pack mirrors and pictures; you are to fill the wardrobes with hanging-clothes as they begin to work elsewhere.)

All moves originate from the parsonage, with one extra pickup at the church office; at the destination an extra stop is allowed at the new church office.

The Conference has purchased *replacement coverage insurance* from each moving company at the rate of \$3.50 per pound. Your belongings will be insured for a maximum of \$52,500. At your expense, you may purchase additional insurance for your goods that are over the 15,000-pound limit.

The *District Moving Coordinator* makes arrangements for your move; your questions should be directed to that person. Our goal is to make your move as trouble free as possible. Please be ready to move at the time and date for which you have been scheduled: *time lost by the movers if you are not ready will be billed to you*. As *line-of-moves* are given to us by the Cabinet, we will do our best to set moving dates with a *one-day-cushion* between a departure from a parsonage and the next arrival.

Compiled by the

Conference Moving Committee