

Resolution to Amend the Conference Moving Policy

Financial Implications: Approval of this resolution will require a small increase to the Moving Expense line item in the Conference budget.

Rationale: This resolution amends the conference moving policy to cover the moving arrangements and expenses for retiring pastors in the same manner as active clergy. As the average cost for conference moves has decreased in recent years, retiring clergy have been burdened with paying increased costs as they move into retirement. This resolution also clarifies and cleans up the language of the original policy.

Submitted by: Rev. Kenneth B. Hawes (Conference Moving Coordinator)

¶5500. Moving Committee.—

1. The Moving Committee shall:

- a. Review the Conference Moving Policy and make recommendations, as needed, to the Conference Session.
 - b. Request bids from moving companies and communicate that information, as available, to the Conference Treasurer.
 - c. Establish with the Cabinet, each January, a moving time (normally the last two weeks of June.)
 - d. Select, engage, and pay professional moving companies, and/or reimburse pastors for the Conference moves described below:
 - (1) Conference Members in full connection, Provisional Members under appointment, Associate Members under appointment, and Local Pastors under appointment.
 - (2) Pastors transferring into the Conference [see ¶5500.7]
 - (3) Conference Members in full connection returning from Honorable Location. [see ¶5500.7]
 - (4) Pastors under *1996 Discipline* ¶337.1 [¶5500.7]
 - (5) Retiring pastors moving within the conference boundaries upon retirement OR being appointed to serve a conference pastorate.
 - (i) Arrangements, limits and costs for retiring pastors moving within the conference boundaries are the same as for active clergy.
 - (ii) Retiring pastors moving beyond the conference boundaries have the option of requesting that the committee make their arrangements, or making their own arrangements as per ¶5500.10. In either case;
 - (iii) For retiring pastors moving outside the conference boundaries, the average cost of professional moves for the previous year is the limit of conference coverage for these moves.
 - (iv) Moving arrangements and costs for retired pastors are only covered for their move into the retirement.
 - (6) Conference Members in full connection, Provisional Members, Associate Members, and Local Pastors who have been granted disability status. This shall apply only to their first move within or outside the Conference boundaries. [see ¶5500.7]
 - (7) Provisional Members who are discontinued and who, at the time of discontinuance are serving a local church full-time.
 - (8) Conference Members in full connection who are placed on Administrative Location. This shall apply only to their first move.
 - (9) Conference Members who are going to an Extension Ministry, provided they are being employed by the Conference, and/or coming from Conference employment.
 - (10) Spouse and/or family of an active pastor who dies while serving in an appointment. [see ¶5500.7]
 - (11) Part Time Local Pastors enrolled in an accredited Seminary for a minimum of six semester hours, or enrolled in the Student Pastor Track Program, provided they are recommended by the Cabinet. The Conference responsibility shall not exceed the average cost of professional moves for the previous year.
 - (12) Conference members in full connection who are appointed to attend school. This shall apply only to the first move within or outside the Conference boundaries, up to the dollar limit of the Conference Moving Policy. [see ¶5500.7]
2. Upon recommendation of the Cabinet, in consideration for past service, the Committee shall be responsible for arranging and paying for the moves of:
 - a. Conference Members in full connection, Provisional Members, Associate Members, and Pastors placed on Leave Of Absence or Involuntary Location. This shall apply only to the first move. [see ¶5500.7]
 - b. Local Pastors who are discontinued. [see ¶5500.7]

- 61 c. Pastors who withdraw from the Conference, not to exceed \$500.00.
- 62 3. The Committee shall have no responsibility for:
- 63 a. Conference Members in full connection who transfer out of the Conference.
- 64 b. Conference Members in full connection who take Honorable Location.
- 65 c. Pastors and/or other clergy persons who move within the parish with no change of appointment.
- 66 (Exceptions only by cabinet authorization.)
- 67 d. Those going to, or returning from an Extension Ministry as a non-conference employee.
- 68 4. The Policies and Procedures of the Committee are as follows:
- 69 a. The committee will request that the
- 70 (1) Cabinet provide a list of all moves.
- 71 (2) Conference Board of Pensions and the Cabinet provide a list of all retirements and disability
- 72 leaves.
- 73 b. In accordance with its responsibilities as outlined in ¶5500.1.d above, the Committee shall determine
- 74 the move schedule, establish the specific moving date for each move, and assign the moves to an
- 75 authorized moving company.
- 76 c. The Committee will inform the Pastor to be moved, the moving company, the District Superintendent
- 77 (where the move originates), and the PPRC chairperson (of the originating church), of the date, time
- 78 and moving company.
- 79 d. The Committee will negotiate all unresolved damage claims with the moving company, provided such
- 80 claims were presented in writing to both the moving company and the initiating District Coordinator,
- 81 no later than (10) days following the move.
- 82 e. All moves shall originate from the primary residence with one allowable stop at the church office for
- 83 unloading. Additional stops and/or storage are the responsibility and expense of the pastor.
- 84 f. The Committee shall receive an Evaluation report from each moving pastor concerning satisfaction
- 85 with the move. This will be used in planning and fulfilling the committee's work for the next year.
- 86 5. The Conference, through the Committee, is financially responsible for:
- 87 a. The cost of the move up to 15,000 pounds. When a clergy couple each moves to a new appointment,
- 88 the weight limit will be negotiated between the committee and the clergy spouses.
- 89 b. The cost of packing mirrors and large pictures only. The clergy family will obtain or arrange for all
- 90 other packaging materials themselves.
- 91 c. Insurance coverage is set at \$3.50 per hundred pounds, for a maximum liability of \$52,500.
- 92 d. The expenses for the following items on two cars per family for interstate moves within the
- 93 Conference boundaries:
- 94 (1) Excise/sales tax
- 95 (2) Title fee
- 96 (3) Inspection fee, but not repairs
- 97 (4) Tags
- 98 (5) Driver's license fee
- 99 (6) Personal property tax [West Virginia].—This provision shall apply to conference members in full
- 100 connection under appointment, provisional members, associate members, retiring pastors, pastors
- 101 going on Leave Of Absence, pastors who transfer into the conference, and the family of a pastor who
- 102 dies during an appointment. This provision shall be carried out by reimbursement to the pastor(s)
- 103 only after receipts for the paid bills have been submitted to the Conference Treasurer. An exception
- 104 shall be granted to students going to an appointment who shall be paid the monies necessary for the
- 105 appropriate items upon proper presentation of the unpaid bills. All aspects of this provision shall
- 106 be completed within six (6) months of the appointment and/or change of status. No claims shall be
- 107 honored or considered after this six-month period has expired.
- 108 6. Due to the tax liability incurred by moves of less than 50 miles, active pastors who will move less than
- 109 50 miles shall be provided with a tax liability allowance equal to 30% of the Conference financial liability
- 110 for the move.
- 111 7. The Conference, through the Committee, shall be responsible for *reimbursement* of move expenses
- 112 originating or locating outside of Conference boundaries. The moving pastor is responsible for arranging
- 113 and paying for these moves. Reimbursement shall not exceed the average cost of conference moves by
- 114 moving companies in the preceding year. Retiring pastors, however, may request that the Committee
- 115 arrange their move. [Anyone mentioned in this Policy whose moving expenses are not the Conference's
- 116 responsibility may ask the Committee to use its contracts with authorized movers to achieve for
- 117 themselves the best available estimate.]
- 118 8. All moves shall be completed within six (6) months of the fixed date of the appointment and/or change of
- 119 status. No claims shall be honored or considered after this six-month period has expired. (*After 6 months*
- 120 **¶5500.3d applies.**)

- 121 9. Large bulky items such as trailers, boats, autos, or any other heavy non-household/office items adding
122 weight and time to the move are not authorized by the Conference. Clergy families shall themselves
123 transport pets, plants, and highly valued items that would require special packing. The Committee shall
124 arrange with the moving companies to bill the clergy family directly for those services and/or materials
125 above and beyond those specified.
- 126 10. Any clergy making unauthorized direct arrangements with a moving company shall forfeit his or her
127 claim on Conference funds and responsibility for that move.
- 128 11. Clergy should contact the Committee through their District Moving Coordinator, if and when they have
129 been confirmed for a new appointment.
- 130 12. District Superintendents should refer to or explain the Conference Moving Policy and Procedures to the
131 clergy person as soon as a new appointment is arranged. District Superintendents should also notify the
132 District Coordinators and the Conference Coordinator about all moves that need to be arranged outside the
133 normal calendar of the appointment process as soon as they are confirmed.
- 134 13. All funding for the above provisions shall come from the Conference budget line item assigned for
135 Pastors Moving Expenses. Moving bills are to be identified with the name of the pastor and sent to the
136 Conference Treasurer, and a copy also sent to the pastor. The Conference Treasurer shall be authorized
137 to pay the individual moving company directly on behalf of the pastor up to the maximum as defined in
138 ¶5500.5.

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141 *On March 4, the Connectional Table of the Baltimore-Washington Conference voted concurrence with this*
142 *resolution.*

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