



Active & Retiree Moving Policies & Procedures

Policies:

- All reasonable efforts must be made to secure three bids for the cost of the move; this applies to active and retired clergy.
- The cost of moving is to be paid by the charge for the incoming pastor for moves within the Annual Conference, and for a designated portion of the expenses arising from transfers from other Annual Conferences as determined by the Cabinet of the receiving Annual Conference.
- While the charge to which the pastor moves is responsible for the cost of the move, those pastors who have hobbies that involve considerable quantities of belongings shall contribute in an amount equal to the cost of moving such belongings.
- The cost of packing or moving special items, such as boats or trailers, shall be borne by the pastor.
- When a pastor moves, insofar as possible, it should be the responsibility of the parsonage committee to provide the following services: 1. clean and wax floors; 2. wash windows; 3. Clean rugs, upholstered furniture, and drapes; and 4. ensure that proper furnishings are on hand as per the Standards for Parsonages.
- At moving time, the pastor should leave the parsonage in a clean and orderly condition. The parsonage should be in good repair, faucets not leaking, light switches working, etc. Light bulbs should be left in all fixtures and lamps and should be working. The yard should be neat, the garage orderly, trash hauled away, and keys for all locks should be tagged and marked. There shall then be arranged a joint meeting between the pastor and parsonage committee to evaluate the premises and ensure that it is left in proper condition.
- If a local charge with only one clergy under appointment has more than one move in any three year period, the charge may be reimbursed by the Annual Conference for one-half of the total moving cost through written request to the CFO along with copies of paid receipts.
- Each clergy retired by the Annual Conference (unless appointed to a charge with a parsonage) may submit a bill for moving expenses to the CFO, for not more than \$5,000. This policy shall also apply to the expenses of a surviving spouse moving out of the parsonage upon the death of a pastor while in active service, and to clergy granted disability leave.



UNITED METHODISTS

OF GREATER NEW JERSEY

Procedures:

Active Clergy:

- Local church with clergy under appointment who has more than one move in any three year period qualifies for reimbursement of half the moving expenses. The local church submits all paperwork to the respective Regional Administrator, including:
 - a. Three bids received, as required (or explanation why three bids were not received)
 - b. Copy of all receipts
 - c. Proof of payment (cancelled check or credit card receipt)

- Regional Administrator confirms eligibility and policy adhered to:
 - a. Eligibility - a local charge with only one clergy under appointment has more than one move in any three year period
 - b. Minimum of two bids presented
 - c. Packing costs, special items (boats/trailers, etc.) and considerable belongings related to hobbies are excluded from the reimbursable total
 - d. Works with the individual and District Superintendent to resolve any discrepancies/disputes over reimbursable total

- Regional Administrator completes a “Check Request” form and obtains approvals:
 - a. Amount equals one-half of the total reimbursable total
 - b. All supporting documents from # 1 attached
 - c. Approval from District Superintendent, followed by CFO

- Approved check request submitted to Accounts Payable for payment

Retired Clergy:

- Individual submits all paperwork to the respective Regional Administrator, including:
 - a. Three bids received, as required (or explanation why three bids were not received)
 - b. Copy of all receipts
 - c. Proof of payment (cancelled check or credit card receipt)

- Regional Administrator confirms eligibility and policy adhered to:
 - a. Eligibility – retired clergy
 - b. Minimum of two bids presented
 - c. Packing costs, special items (boats/trailers, etc.) and considerable belongings related to hobbies are excluded from the reimbursable total
 - d. Works with the individual and District Superintendent to resolve any discrepancies/disputes over reimbursable total

- Regional Administrator completes a “Check Request” form and obtains approvals:
 - a. Total reimbursable not to exceed \$5,000
 - b. All supporting documents from # 1 attached
 - c. Approval from CFO

- Approved check request submitted to Accounts Payable for payment