

**¶5500. Moving Committee.—**

The Moving Committee shall implement the following:

1. Review the Conference Moving Policy making recommendations as needed to the Conference Session.
2. Request bid quotations from moving companies and recommend annually a moving cost estimate to the Council On Finance and Administration for inclusion in the Conference budget.
3. Establish with the Cabinet, each January, a moving time (normally a two week period) following the June Conference Session.
4. Select, engage and pay professional moving companies to be used for the Conference moves of pastors as listed below:
  - a. Conference Members in full connection, Provisional Members under appointment, Associate Members under appointment, and Local Pastors under appointment.
  - b. Pastors transferring into the Conference [see ¶5500.10]
  - c. Conference Members in full connection returning from Honorable Location. [see ¶5500.10]
  - d. Pastors under *1996 Discipline* ¶337.1 [¶5500.10]
  - e. Retiring pastors moving within the conference boundaries upon retirement or being appointed to serve a conference pastorate. (Retiring pastors moving beyond the conference boundaries have the option of either having the committee make their arrangements, or making their own arrangements as per ¶5500.10. In either case, the average cost of professional moves for the previous year is the limit of conference coverage for their move.)
  - f. Conference Members in full connection, Provisional Members, Associate Members, and Local Pastors voted disability. This shall apply only to their first move within or outside the Conference boundaries. [see ¶5500.10]
  - g. Provisional Members who are discontinued, who at the time of discontinuance are serving a local church full-time.
  - h. Conference Members in full connection, who are placed on Administrative Location. This shall apply only to their first move.
  - i. Conference Members who are going to an Extension Ministry provided they are being employed by the Conference, and/or coming from Conference employment.
  - j. Spouse and/or family of an active pastor who dies while serving in an appointment. [see ¶5500.10]
  - k. 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.
  - l. Conference members in full connection who are appointed to attend school. This shall apply only to their first move within or outside the Conference boundaries up to the dollar limit of the Conference Moving Policy. [see ¶5500.10]
5. 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, and Associate Members pastors placed on Leave Of Absence or Involuntary Location. This shall apply only to their first move. [see ¶5500.10]
  - b. Local Pastors who are discontinued. [see ¶5500.10]

- c. Pastors who withdraw from the Conference. Conference responsibility shall not exceed \$500.00.
6. The Committee shall have no responsibility for:
  - a. Conference Members in full connection transferring out of the Conference.
  - b. Conference Members in full connection taking Honorable Location.
  - c. Pastors and/or other clergy persons who move within the parish with no change of appointment. (exceptions only by cabinet authorization.)
  - d. Those going to, or coming from an Extension Ministry as a non-conference employee.
7. The Policies and Procedures of the Committee are:
  - a. The committee will request that the Cabinet provide it with a listing of all moves.
  - b. The Committee will request that the Conference Board of Pensions and the Cabinet will provide it with a listing of all retirements and disability leaves.
  - c. In accordance with its responsibilities as outlined in §5500.4 above, the Committee shall work out the line of moves, establish the specific moving date for each move and assign the moves to an authorized moving company.
  - d. The Committee will inform the Pastor to be moved, the moving company, the District Superintendent (where the move originates), and the PPRC chairperson (of the originating church), of the assignment of a date, time and moving company.
  - e. The Committee will negotiate all unresolved damage claims with the moving company, provided such claims were presented in writing to both the moving company and the initiating District Coordinator, no later than the (10) days following the move.
  - f. All moves shall originate from the primary residence with one allowable stop at the church office for unloading. Additional stops and/or storage are the responsibility and expense of the pastor.
  - g. The Committee shall receive an Evaluation report from each moving pastor concerning satisfaction with the move. This will be used in planning and fulfilling the committee's work for the next year.
8. The Conference, through the Committee, is financially responsible for:
  - a. The cost of the move up to 15,000 pounds. When a clergy couple moves each to a new appointment, the weight limit will be negotiated between the committee and the clergy.
  - b. The cost of packing mirrors and large pictures only. The clergy family will obtain or arrange for all other packaging materials themselves.
  - c. Insurance coverage is set at \$3.50 per hundred pounds, for a maximum liability of \$52,500.
  - d. The expenses for the following items on two cars per family for interstate moves within the Conference boundaries:
    - (1) Excise/sales tax
    - (2) Title fee
    - (3) Inspection fee [not repairs]
    - (4) Tags
    - (5) Drivers license fee
    - (6) Personal property tax [West Virginia].—This provision shall apply to conference members in full connection under appointment, provisional members, associate members, retiring pastors, pastors going on Leave Of Absence, pastors who transfer into the conference, and the family of a pastor who dies during an appointment. This provision shall be carried out by

reimbursement to the pastor(s) only after receipts for the paid bills have been submitted to the Conference Treasurer. An exception shall be granted to students going to an appointment who shall be paid the monies necessary for the appropriate items upon proper presentation of the unpaid bills. All aspects of this provision shall be completed within six (6) months of the appointment and/or change of status. No claims shall be honored or considered after this six-month period has expired.

9. Due to the tax liability incurred by moves of less than 50 miles, the conference will provide to the pastor moving, by the end of the calendar year, a tax liability allowance for all active member moves of less than 50 miles equal to 30% of the conference liability for the move.
10. The Conference, through the Committee, is responsible for reimbursement for any move originating or locating outside of Conference boundaries. However, the pastor is responsible for arranging and paying for the move, and reimbursement will not exceed the average cost of conference moves by moving companies in the preceding year. Retiring pastors have the option of using the Committee to arrange their move. [Anyone mentioned in this Policy whose moving expenses are not the Conference's responsibility may ask the Committee to use its contracts with authorized movers to achieve for themselves the best available estimate.]
11. All moves shall be completed within six (6) months of the fixed date of the appointment and/or change of status. No claims shall be honored or considered after this six-month period has expired. **(After 6 months & 5500.6d applies.)**
12. Large bulky items such as trailers, boats, autos, or any other heavy non-household/office items adding weight and time to the move are not authorized by the Conference. Clergy families will themselves transport pets, plants, and highly valued items that would require special packing. The Committee shall arrange with the moving companies to bill the clergy family directly for those services and/or materials above and beyond those specified.
13. Any clergy making unauthorized direct arrangements with a moving company shall forfeit any claim on Conference funds and responsibility for their move.
14. Clergy wanting to contact the Committee should do so through their District Moving Coordinator, if and when they have been confirmed for a new appointment.
15. District Superintendents are requested to refer to or explain the Conference Moving Policy and Procedures to the clergy person as soon as a new appointment is arranged. District Superintendents are also requested to notify the District Coordinators and the Conference Coordinator of moves that need to be arranged outside the normal calendar of the appointment process as soon as they are confirmed.
16. All funding for the above provisions will come from the Conference budget line item assigned for Pastors Moving Expenses. Moving bills are to be identified with the name of the pastor and sent to the Conference Treasurer, and a copy also sent to the pastor. The Conference Treasurer will be authorized to pay the individual moving company directly on behalf of the pastor up to the maximum as defined in §5500.8.