

Pastor Moving Policies

Effective January 1, 2009, the policies of the Peninsula-Delaware Conference, with regard to the moving of pastors, are as follows:

Definition of terms:

The term "pastor" shall refer to persons under appointment, whether as an employee of the District Superintendent without a relationship to the Conference, as a local pastor, or any category of Conference relationship, including persons from other conferences serving under appointment of our Bishop and retired supply pastors.

The term "charge", whether receiving or sending, shall refer to the station, charge or agency to which the pastor is appointed.

1. The receiving charge will be responsible for moving or paying for the move of the incoming pastor and his/her household, within the bounds of the Conference, or from the closest reasonable border of the Conference. The District Superintendent of the receiving charge shall be the mediator where the charge and the pastor disagree as to how the move will be made.
2. The receiving charge shall be responsible for the replacement, repair, or restoration of any of the pastor's household belongings in case of damage, breakage, or loss during the move, by providing adequate (at least replacement value) insurance through the moving company, or as a self-insurer (by agreeing, in writing before the move, to be the insurer). The District Superintendent of the receiving charge shall be the mediator where the charge and the pastor disagree over any claim.

[When a receiving charge is the self-insurer, the following procedures should be followed:]

- a) *regarding furniture and other non-packed items, notations of prior damage, weakness, scratches, etc. should be made before loading, by the pastor and someone from the receiving charge. If this is done at the time of the move, it should be before the items are handled by anyone from the charge (before they are moved from the house/garage/etc. to the van/truck.*
- b) *regarding packaged/boxed items, notation should be made as to the condition of the cartons/boxes, marking any existing areas of damage such as crushed corners. If there has been breakage or damage to any packed items, the same guideline as that to*

professional movers is recommended, which is: "Is there any outward signs that the box/carton has been mishandled (i.e. is the box crushed on any corner or side, punctured or otherwise damaged)?" If not, the assumption is that the item broken was improperly or inadequately packed.

3. The pastor shall be responsible for the packing of his/her household goods, preparatory to moving, whether packing themselves or paying for it to be done by others. An exception can be granted by the District Superintendent of the receiving charge, when, in the judgment of the Superintendent, a pastor/parsonage family is unable to handle the task of packing and/or unpacking. If the receiving charge does not pay for such packing and/or unpacking, the District Superintendent of the receiving charge shall submit the bill to the Conference Business Office for payment to be charged to the Commission on Equitable Compensation.

[The procedure for the exception noted in the policy shall be as follows: The responsibility for initiating this request lies with the pastor (or survivor in charge). Written estimates from at least two movers will be obtained, showing packing and/or unpacking costs as a separate item. The District Superintendent and receiving charge shall decide on the mover to be used. The Superintendent shall authorize the packing and/or unpacking expenses, and submit the bill for said work to the Conference Business Office.]

4. The Conference shall be responsible for paying for the move up to the maximum amount of \$3,000 within one year of the any of the following circumstances/conditions if moving from a church or Conference owned parsonage:
 - a) when a full-time pastor retires from active ministry as a pastor of a local Peninsula-Delaware Conference charge, A District Super-intendent, or a member of the Conference Staff, except when he/she is moving to a charge to continue service (e.g. as a retired supply pastor –not, however, as a private employee) ;
 - b) when a pastor serving as a retired supply pastor discontinues serving in that capacity;
 - c) when a pastor becomes completely disabled (as determined by the General Board of Pensions or the Peninsula-Delaware Annual Conference Session); or
 - d) when there is a surviving household to relocate, in the case of a pastor's death while serving a charge.

If the cost of the move is over \$3,000, the Commission on Equitable Compensation may grant exceptions on an individual case by case basis. Two bids are required and shall be submitted to the District Superintendent who will in turn provide one bid to the Business Office for payment to be charged to the Commission on Equitable Compensation. This payment will only be available one time within a ten-year period to any given pastor.

5. When a change of appointment occurs such that a receiving charge would have to pay for a second move (for the same position) within any given four year period, the receiving charge can request assistance from the Conference to pay for the second move. The request shall be made through the receiving charge's District Superintendent, who will submit the bill to the Conference Business Office for payment to be charged to the Commission on Equitable Compensation. The maximum reimbursement for the second move would be according to the following schedule:
 - a) when a pastor moves after one year - 75%
 - b) when a pastor moves after two years - 50%
 - c) when a pastor moves after three years - 25%

6. It is the responsibility of the moving pastor to leave the parsonage and office in good order for his/her successor.

As to the parsonage:

- a) the buildings and facilities should be clean and in good repair;
- b) trash and unwanted items should have been removed;
- c) agreements should be negotiated by which the moving pastor shall pay for damages the pastor/parsonage family/parsonage pet is responsible for;
- d) keys for all locks should be tagged and left;
- e) the phone number should be left the same;
- f) lists should be left of persons/companies to call in emergencies or for repairs/service, of where appliance manuals can be found, and of locations of screens, lawn mowers, etc.

As to the office:

M-3

- a) the phone number should be left the same;
 - b) keys for all locks should be tagged and left;
 - c) files should be up-to-date and in good order;
 - d) lists of immediate or necessary information should be left.
7. None of these policies shall financially obligate the Conference beyond the approved budget for moving pastors/parsonage families in any given year. Where the bills to the Conference for packing (#3 above) and/or moves (#4 and #5) exceeds the approved budget for moving, the Commission on Equitable Compensation will decide how available monies shall be spent.