

## MOVING EXPENSE POLICY

### A. Eligible Persons and Moves

1. All pastors under Active appointment within the West Michigan Conference structure are eligible to receive moving expense benefits. This will include local church pastors, district superintendents, and staff members of conference or district councils, boards, and agencies, treasurers, bishop's assistants, superintendents or directors of parish development, conference-approved evangelists, and campus ministers.
2. Seminary students and pastors from outside the West Michigan Conference who are accepting appointment in the conference are eligible for moving expense benefits as provided in this code up to a limit of 750 miles.
3. The conference will pay for one "retirement move" for pastors who have retired **or plan to retire** from Episcopal appointment in the conference. **The designation of a retirement move must be declared in writing before the moving expense is incurred.** A move within the state of Michigan shall be paid in accordance with the provisions of this code. A move outside the state shall be paid up to a limit of 500 miles beyond the state border.

Pastors called out of retirement and assigned to a charge will be granted an additional retirement move.

4. A disability move or the move of the surviving spouse of an eligible pastor shall be paid in accordance with the policy for retiring pastors.
5. When a separation or pending divorce action makes a move advisable, the spouse of a pastor is entitled to reimbursement for one move. Benefits are the same as those available to a surviving spouse of a deceased pastor.
6. Moves within a charge from one parsonage to another are the responsibility of the local charge unless ordered by the Cabinet.
7. Pastors not eligible for moving expense benefits include those:
  - a. under appointment outside the structure of the Conference
  - b. on sabbatical, leave of absence or location
  - c. who no longer have membership in the Annual Conference.

### B. Policy for Moves

1. Interstate Moves - For interstate moves, 2 or 3 estimates should be obtained before choosing a moving company to get the lowest rate available.
2. Local Zone Moves (8 miles outside of corporate limits) - Local zone moves are not regulated as are other moves within the state. Therefore, 2 or 3 estimates should be obtained to get the lowest rate available.
3. Family Travel - Family travel for pastors covered by this policy will be paid upon request, for one car, at the conference rate, except the first 100 miles, plus tolls. If used and receipts presented, one overnight lodging will be paid for moves in excess of 350 miles.
4. Expenses covered by this code:
  - a. Normal state tariff provision for loading, transporting and unloading of household goods up to a maximum weight of 20,000 pounds, including professional books and equipment. Hand written weight certificates will not be accepted.
  - b. Up to \$125 will be paid by the conference to cover needed packing materials, including wardrobes and dish packs.
  - c. One extra pickup and one extra delivery.
  - d. Reasonable charges for necessary handling of special items such as a piano or freezer.
  - e. Standard liability insurance of 60 cents per pound which is furnished by the moving company, at no extra charge, under basic tariff provisions.

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NOTE: *It is now required that the householder sign a release statement on the Bill of Lading on the day of the move to release the shipment to a value of 60 cents per pound per article. Failure to do this will allow the moving company to charge a premium for insurance to cover the shipment at a value of up to \$1.50 per pound.*

- f. Where there are medically recognized physical limitations, up to \$1,000 additional shall be allowed for packing.
  - g. Storage charges are the responsibility of the local church if the parsonage is not ready for occupancy. The conference will pay only to the place of storage.
5. Expenses NOT covered by this code:
- a. Moving of items other than normal household goods and books, such as boats, trailers, autos, building materials, firewood, fishing shanties, dog houses, etc.
  - b. Packing and/or unpacking services, except as noted in 4.f.
  - c. Full value insurance beyond standard liability insurance provided by the moving company.
  - d. Charges for waiting time, extra labor, connecting and disconnecting appliances.

### C. Miscellaneous Policies

1. No moving company shall employ a pastor or an immediate member of his/her family to solicit business at any time for the purpose of receiving a commission or other consideration.
2. No company shall be allowed to establish an office at the seat of the conference for the purpose of soliciting business.
3. Each pastor is advised to request a copy of his/her inventory sheet from the mover at the time of loading and that it be signed by both the pastor and the moving company.
4. Pastors may want to check with their moving company or home insurance company and request an All-Risk policy that would cover all damages in the moving of their household goods from one residence to another.

### D. Administration

1. The Moving Expense Fund shall be administered by the Conference Treasurer.
2. Pastors anticipating a move shall consult with the Conference Treasurer's office to review the guidelines of this code.
3. The pastor shall be responsible for contacting a moving company and for scheduling the loading and unloading of household goods.
4. A written estimate of the Cost of Moving Services shall be made by the moving company and a copy shall be sent to the Conference Treasurer's office in advance of the move.
5. A letter of authorization shall be sent from the Conference Treasurer's office to the moving company with a copy to the pastor.
6. Billing for the cost of moving expenses covered by this code shall be made directly to the Conference Treasurer's office. Moving expenses not covered by this code shall be billed directly to the pastor.
7. Provision for payment of any unusual expenses which are not defined by this code shall be arranged through consultation with the Conference Treasurer prior to the move.
8. Requests for exception to the provisions of this code shall be made to the Conference Treasurer in advance of the move. The treasurer shall review and decide on each exception after consultation with the Cabinet and/or CFA, as necessary.

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of the West Michigan Annual Conference