

New York Annual Conference

Policy on Reimbursement for Moving Costs

Listed below is the current policy on reimbursement for clergy moving costs, which was last updated at the June 2008 Annual Conference. The current policy takes into consideration how long it has been since the church had to pay for a move.

- The receiving church or charge is responsible for the costs of moving a new pastor within the boundaries of the annual conference up to \$5,000. The pastor will be responsible for the extra cost of a move that exceeds \$5,000. Two stops (parsonage and church) may be included at each or either end when necessary. Moves from outside the boundaries of the conference will be negotiated among the parties involved by the Bishop and Cabinet.
- Clergy are entitled to use the services of a professional, licensed mover. Clergy are encouraged to request estimates from at least two companies. Charges for packing and unpacking are to be borne by the pastor. However, each pastor may submit a bill for and be reimbursed up to \$200 (amount to be included in the \$5,000 maximum noted above) for the costs of packing materials including the cost of having fragile items (e.g., dishes) packed professionally, if desired. Exceptions are permitted only if both church and pastor agree.
- Churches or charges that have had more than one move for the same pastoral position within the following guidelines are eligible for reimbursement by the annual conference:
 1. One year or less: 100% reimbursement
 2. Two years or less: 75% reimbursement or up to \$750, whichever is more
 3. Three years or less: 50% reimbursement or up to \$750, whichever is more
 4. Four years or less: 25% reimbursement or up to \$750, whichever is more
 5. Five years or more: 50% reimbursement or \$750, whichever is less

Churches are strongly urged to establish escrow funds to provide for pastoral moves.

Please send requests for reimbursement to the following address:

**New York Annual Conference
Attn: Accounts Payable
20 Soundview Ave
White Plains, NY 10606**