

2013 – NYAC Resolution C - POLICY FOR PASTORAL MOVING EXPENSES

A. Active Clergy⁽¹⁾:

- It is the responsibility of the Staff-Parish (Pastor Parish) Relations Committee (the “Committee”) of the receiving church(es) to obtain at least two bids from professional licensed moving companies. While this responsibility may be delegated to the pastor, **it is the Committee that must approve the fees and sign the moving contract.** Two stops (parsonage and church) may be included at either or both ends when necessary. If the church and/or pastor are conducting the move by renting a truck and other equipment, no bids are necessary.
- The receiving church(es) shall have a maximum obligation of up to \$5,500 (pro-rated for more than one receiving church) for each pastoral move. Costs that exceed this amount are to be borne by the pastor. When a pastor is moving to two or more churches, each church shall pay a pro-rata share of costs defined by the pastor’s percentage appointment to the church divided by the pastor’s total appointment percentage (unless otherwise negotiated by the receiving churches and/or District Superintendent). See examples below. The cost of moves from outside the boundaries of the conference will be negotiated among the parties as facilitated by the District Superintendent.
- 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 \$5,500 maximum noted above) for the costs of packing materials including the cost of having fragile items (e.g., dishes) packed professionally, if desired. Such costs are to be reimbursed based upon the methodology stated above. Exceptions are permitted only if both the church and pastor agree.
- Each church that incurs move costs for the same position may apply for reimbursement from the Conference based upon the following schedule. The Conference will not provide reimbursement for food or lodging.

Time period from last move for same clergy position:

1. One year or less: 100% reimbursement of actual costs
2. Two years or less: 75% reimbursement of actual costs
3. Three years or less: 50% reimbursement of actual costs
4. Four years or less: 25% reimbursement of actual costs
5. More than four years: \$750 or actual costs, whichever is less

The District Superintendent of the receiving church(es) is responsible for resolving any disagreements that may arise with regard to the amount of, or allocation of moving costs.

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

B. Retiring Clergy:

- Full-time pastors entering the retiree relationship or going on incapacity leave are entitled to a one-time move grant of the lesser of: a) \$1,500 or b) the actual cost of the move. Married clergy will be eligible for only one grant unless they are moving from two separate residences based upon two separate appointments.

C. Reimbursements

No grants will be issued in advance of the move or without supporting documentation.

To receive reimbursement for move costs a cover letter and supporting documentation should be mailed to:

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

D. Examples:

Example 1: Pastor is appointed 50% to Church "A" and 50% to Church "B" and incurs costs of \$6,000.

Both Church "A" and "B" pay 50% of the \$5,500 limit or \$2,750 (50% calculated as 50% appointment divided by 100% total appointment).

The Pastor is responsible for incurring the excess of \$500 over the limit.

Both churches apply to the Conference for their share of reimbursement depending upon schedule in "A" above.

Example 2: Pastor is appointed 50% to Church "A" and 25% to Church "B" and incurs costs of \$6,000.

Church "A" pays 67% of the \$5,500 limit or \$3,685 (67% calculated as 50% appointment divided by 75% total appointment)

Church "B" pays 33% of the \$5,500 limit or \$1,815 (33% calculated as 25% appointment divided by 75% total appointment)

Pastor pays excess of \$500 over \$5,500 limit.

Both churches apply to the Conference for their share of reimbursement depending upon schedule in "A" above.

E. Effective Date:

This resolution applies to appointment changes or retirements that are announced after the June 2013 Annual Conference.

(1) Applies to both active clergy and retired clergy that continue to serve.