Iowa Annual Conference Move Policy

ACTION ITEM #129 p140, 2018 IACJ; 2015, IACJ, Item 1001, p. 299 Revised as follows:

1. **General**: Expenses for moving clergy and their families shall be administered under the following policies:

   a. The Moving Fund shall assist in paying the moving expenses for household goods, office furniture, and equipment of itinerant clergy appointed to a pastoral charge, a conference staff position, or as district superintendent. Clergy included in this provision shall include full members, probationary provisional members, associate members, local pastors, seminary students appointed to a local charge, one move of a retiring clergy person to his/her retirement residence within two years of retirement, and those under disability leave.

   b. If a clergy person takes retirement status and immediately receives an appointment to serve a local church and a move is required, the 2-year retirement move window begins when that post-retirement appointment ends OR the date when the clergy is no longer appointed. (For example, this is a move to the appointment and then a potential retirement move within the 2-year window as described). However, if a clergy person receives a retirement move and is later appointed to a local charge, a move at the conclusion of that appointment would not be provided.

   c. Retiring pastors and those under disability moving out of Iowa are eligible to receive a maximum moving expense allowance not to exceed the average of all moves from the previous year plus 5% (excluding self-moves and out-of-state moves) or the actual cost of the move, whichever is less.

   d. The moving expenses for the first move for divorced spouses from the parsonage shall be paid by the conference not to exceed the average of all moves from the previous year (excluding self-move) plus 5% or the actual cost of the move, whichever is less. The District Superintendent shall notify the Treasurer/Director of Administrative Services when this provision becomes applicable.

   e. When a clergy dies while under appointment to a local charge, conference staff position, or as a district superintendent, the surviving spouse and/or dependents may have their moving expenses paid by the Conference within the provisions of this policy. The total amount paid shall be determined by the District Superintendent in consultation with the Treasurer/Director of Administrative Services. If no spouse or dependents are living with the clergy person at their death, a move may be provided in accordance with this policy within 90 days of the death of the clergy. The maximum this policy will provide is the average move cost of the previous move year. A 1099 will be issued in the name of the clergy person at year end.

   f. Clergy under suspension or clergy leaving appointment in Iowa for leave of absence, honorable location, extension ministry, and transfer to another conference or denomination will not be eligible for moving expense payments.

   g. The move shall be performed by regular licensed moving firms listed on the Conference website as a Conference Approved Mover. The person being moved may contact the moving firm listed if contact has not already been initiated by the mover.

   h. The Treasurer/Director of Administrative Services will follow the Internal Revenue Service’s (IRS) regulations in issuing the proper tax forms to those who move.

   i. Clergy couples being moved shall be given an additional moving expense allowance up to $500 as well as an additional 2,000 pounds for weight. The allowance may be used for additional costs related to moving a clergy couple. The Conference will also pay for the cost of stops at either an additional residence and/or church office required to move a clergy couple.

   j. Clergy moving to Iowa from the 48 contiguous states are eligible to receive a maximum moving cost as designated within our current guidelines.

   k. Clergy moving to Iowa from outside the 48 contiguous states will have a moving company assigned by the Treasurer/Director of Administrative Services to arrange for the move. Only personal travel expenses will be reimbursed.

   l. The IAC contract with the mover states that if a residence is found unsatisfactory, the mover will contact the Conference and the move is subject to cancellation until it is corrected. If the
move is delayed or canceled, the pastor will be responsible for all additional charges incurred. Residence must be free of insects and animal waste. Loading and unloading cannot take place if floors are wet. No garbage bags will be accepted as packed items.

2. **Conference Approved Movers:** Conference moves may be made only by Conference Approved Movers unless the move is a pre-authorized self-move. Moving expense payments will only be made to the Conference Approved Mover. The decision of who will be the approved movers will be determined by the Treasurer/Director of Administrative Services in consultation with the Move Coordinator. To qualify as a Conference Approved Mover, our mover has met the following minimum criteria:
   
a. Is licensed by the State of Iowa under applicable laws.
b. Has signed a contract with the Iowa Annual Conference and agrees to abide by the policies established by the Iowa Annual Conference.
c. Will submit weight tickets for a move before payment is made.

3. **Expense Payment Parameters:** The following parameters shall apply to the payment of moving expenses:
   
a. The total move weight shall be 14,000 pounds or less.
b. The total packing and unpacking or crating cost shall be $750 or less. (For clergy couples see item 1.i.)
c. The total insured cost shall be full replacement value at $5.00 per pound with the Conference paying for 14,000 pounds and/or $100,000 maximum valuation whichever is less. There will be a $500 deductible. If the goods being moved are greater than 14,000 pounds, the clergy may buy more insurance.
d. Charges for only one piano and/or organ and/or other large musical instrument or packing and creating a large appliance shall be paid.
e. The cost of appliance hook-ups or third-party services shall be the responsibility of the clergy.
f. The Conference shall not pay for "extra carry" charges, storage, or delays unless approved before the move.
g. Vehicles, motorcycles, canoes, firewood, lumber, rocks, wood, dirt, potters clay, kilns and other oversize or overweight items shall be the responsibility of the person being moved.
h. The limitations listed above may be exceeded in the move; however, the person being moved shall pay the difference to the mover based on the mover's payment terms (generally the unloading date).
i. The Treasurer/Director of Administrative Services shall remit to the mover the amount due for the move within the parameters described herein and upon receipt of the following:
   - A detailed invoice with line items to be charged
   - Weight tickets
   - A bill of lading signed by the person being moved or an authorized family member
   - A Move Authorization Form signed by the person being moved
j. Reimbursement of the cost of lodging and meals during the actual days of the move would be an unusual situation but would be negotiated between the local charge, the District Superintendent and the person being moved. Any reimbursement may be taxable. No such expenses will be paid by the Conference Move Fund.
4. **Self-Moves:** Self moves must be authorized in advance of the move by the Move Coordinator or the Treasurer/Director of Administrative Services. A move packet must be completed.
   a. Covered expenses for a self-move include equipment and packing materials only. Personnel (labor), lodging, gas for personal vehicles, and/or meals would not be covered. Examples of what is covered besides packing materials are moving blankets, rental of dollies, a trailer, or a U-Haul.
   b. The cost of a self-move may not exceed the average move cost from the previous year.
   c. Self-move receipts submitted to the Treasurer/Director of Administrative Services after 90 days of the move date will not be reimbursed.
   d. The Iowa Annual Conference is not liable for personal injury incurred during the course of relocation.
   e. The Iowa Annual Conference is not liable for property damage incurred during the course of relocation.
   f. If a self-move is not approved by the Move Coordinator or Treasurer/Director of Administrative Services, the clergy will be responsible for the costs of the move.

5. **Exceptions:** Exceptions to any of the above may be approved or denied by the Treasurer/Director of Administrative Services after consultation with the Move Coordinator or District Superintendent, if appropriate. Appeals of any decision by the Treasurer/Director of Administrative Services may be directed to the Conference Council on Finance and Administration (CFA). CFA shall have the final authority to interpret the moving policy and make decisions regarding its implementation.

6. **Procedures:** The Treasurer/Director of Administrative Services shall establish and administer all procedures for implementing the moving policy contained herein. The Cabinet will name a Move Coordinator who will work with the Treasurer/Director of Administrative Services in fulfilling this policy.