

## The Moving Process

1. The stationing committee informs the Moving Coordinator of agreements between pastors and churches that require a move.
2. The Moving Coordinator contacts the pastor who is moving and explains that he will be contacted by the moving company with which the National Conference has a moving agreement to arrange for an estimate.
3. The pastor is also instructed that he must contact another mover in his area to obtain a second estimate. This estimate must be sent to the Moving Coordinator.
4. The National Conference moving expense benefit does not cover: packing costs and insurance beyond the basic allowance.
5. The estimates are compared and a final determination is made by the Moving Coordinator as to which company will do the moving.
6. Once the Moving Coordinator has identified which company will do the move, the pastor is notified and instructed to work out a moving date with the new church.
  - a. Considerations would include parsonage availability, planned repairs or improvements when identifying a moving date.
  - b. Pastors buying their own home need a wider latitude in establishing a moving date due to settlement dates for buying, and possibly selling, a home. Moving dates under these circumstances often go beyond the “usual” time frame for moving.
7. Final moving bills are to be sent to the Moving Coordinator for a final screening and approval for payment.
8. Pastors moving from one state to another may be reimbursed for expenses incurred in registering up to two vehicles as well as the change in drivers' license.