

Virginia Annual Conference Guidelines for Moving Expenses

A charge, district, or conference agency receiving a new clergy shall be responsible for all his/her moving expenses under the following provisions:

1. A maximum weight limit as weighed in the van of 16,000 lbs. Charges for moving goods over 16,000 lbs. shall be the responsibility of the clergy.
2. A maximum allowance of \$500 for packing materials, cartons (and any packing not performed by the Pastor).
3. A limit of \$125 for piano handling.
4. Where there is a pastor's study at the church and extra stops must be made by the mover for loading and unloading books or office equipment, a maximum allowance of not more than \$300.
5. Seminarians entering the Virginia Conference from outside the conference shall be entitled to the moving expenses listed above, with the limitation that the maximum total reimbursement shall be \$4000.
6. Clergy other than seminarians entering the Virginia Conference from outside the Conference shall be entitled to the moving expenses listed above with the limitation that mileage-based moving expenses shall be based on the distance from the appropriate boundary of the Conference to the place of appointment.
7. Insurance (replacement value equivalency) shall be provided by the receiving church/charge for personal injury or damage to clergy family property during the move. The matter of additional insurance on furnishings above that provided by the hauler shall be the responsibility of the persons moving.
8. If more economical, moves of less than 30 miles shall be arranged at the hourly rate.
9. The Cabinet will review annually the costs of moving and update the moving allowances as necessary.
10. All churches/charges should build a moving-expense fund by annual appropriations for moving expenses, regardless of which year a move may be expected to occur. The Cabinet strongly urges churches/charges to budget each year an amount equal to 1/6 of the most recent move.
11. All moving of clergy will be done professionally and in a responsible manner.
12. Clergy are expected to secure at least two estimates for comparison. Moving estimates must be submitted to the S/PPRC of the receiving church in a prompt manner. Clergy are expected to exercise reasonable standards of stewardship when determining what items to keep/move or dispose. Unless there are physical limitations, all clergy are responsible for the packing of books, linens and general household effects. The new relationship between clergy and receiving congregations has a much better chance of success if the clergy family avoids the appearance of imposition or entitlement.
13. Additional information on "moving tips" is posted on the Conference web site.