

## Northern Illinois Conference – Clergy Housing Relocation Policy and Procedures

According to The Standing Rules, Section IV Conference Relations, E Housing, 5. Housing Relocation Expenses, Conference Council on Finance and Administration “is responsible for establishing, administering, interpreting, and reviewing policies and procedures in support of the relocation by clergy households serving the Northern Illinois Conference local churches. The policies and procedures shall be published in the Annual Conference journal.”

### Eligibility

The following persons are eligible for support of moving expenses:

- Clergy Persons moving to an appointment within the Northern Illinois Conference (NIC) to a Pastoral Ministry, whether full-time or part-time, to include: Ordained elders, Commissioned Provisional elders, Associate Members, licensed local pastors, certified candidates, student local pastors, and DS supply pastors. Pastoral Ministry is defined as follows: appointed service to a NIC local church, campus ministry, or District/Conference staff position.
- Clergy Persons in Pastoral Ministry moving to an appointment in the NIC.
- Spouse surviving the death of a Clergy Person in a Pastoral Ministry in the NIC.

The following eligibility applies only to Ordained Elders:

- Ordained Elders retiring from a full-time appointment in the NIC. This eligibility shall not extend longer than 6 months after retirement.
- Ordained Elders granted disability leave by the Bishop, Conference Board of Ordained Ministry, and the Conference Board of Pensions when leaving a pastoral ministry appointment in the NIC.
- Ordained Elders granted another type of leave from active service to a local church might be made eligible by decision of the Bishop and/or the appropriate District Superintendent.

The following are not eligible for moving support:

- Relocations of Clergy Persons within a charge from one parsonage to another.
- Clergy Persons who are moving to take an appointment in extension ministries, except where stipulated above.
- Clergy Persons not under appointment.
- Diaconal clergy.

## **Housing Relocation Expenses**

Eligible Housing Relocation expenses shall include the packing materials, loading, transporting and unloading of the personal and business contents of the home, subject to the following limits:

- Conference support is limited to an actual weight of 16,000 pounds and 13 actual hours for moves within the bounds of the Northern Illinois Conference.
- The Conference will limit support of any particular move to \$3,200.
- Conference support for clergy couples where both pastors are changing appointment and living in the same parsonage is limited to less than 18,000 pounds, less than 15 hours, and less than \$4,000 (+25% of clergy move)
- Costs that exceed the limits are the responsibility of the person being relocated.
- Non-household goods such as boats, trailers, car towing, etc. are not included.
- Storage charges and/or overtime charges are the responsibility of the local church if the parsonage is not ready for occupancy.
- Moves from out of the conference to a NIC eligible location may require an amount in addition to the set limits. The Conference Moving Coordinator and the Conference Treasurer must approve such variances.
- Clergy are expected to have "Renter's Insurance," which shall be the primary coverage for damage claims incurred during moving. Secondary insurance is available from moving companies at discretion of the moving family. The Conference will reimburse costs of secondary moving insurance when the total cost of the move and the insurance are within the limits detailed above. The deductible is the responsibility of the Clergy person, as is the cost for any desired additional insurance.
- The annual conference does not support the involvement of lay persons in clergy relocations. Moving shall be undertaken by the staff of the moving company.

All conference-paid clergy move expenses are subject to taxation from the IRS. As such, before the reporting deadline at the end of the tax year, the Conference Treasurer's Office shall issue a 1099 report for NIC payments made for their clergy moves. Taxes are the obligation of the clergy being moved, and not the Conference.

## **Administration**

The Conference Council on Finance and Administration has the responsibility for the administration of clergy relocations. A Conference Moving Coordinator, designated by the CCFA, will manage the specific requests and responsibilities. The Conference Treasurer and the Conference Council on Finance and Administration assist the Conference Moving Coordinator in the interpretation and application of rules and procedures. Only relocations arranged by the Conference Moving Coordinator will be recognized as a conference expense.

Each clergy move shall be administered through the following process:

1. The Conference Moving Coordinator will receive the appropriate information by receipt of a Relocation Authorization from the Cabinet.
2. The Conference Moving Coordinator will communicate the moving procedure with the Clergy Person and coordinate payment of the Conference's portion of the moving company's invoice. A Clergy Person seeking relocation assistance shall notify the Conference Moving Coordinator of the special needs, questions, and circumstances of their relocation.

### **Moving Procedure**

1. Upon Cabinet announcement of the appointment, the NIC Move Coordinator issues moving instructions to the eligible Clergy Person, which includes:
  - A list of Approved Conference Movers
  - A copy of the CCFA Policies on Clergy Relocations
  - An explanation of the 1099 IRS ruling governing employer support of employee moving expenses
  - A Notification of Scheduled Move form – to be sent to the NIC Move Coordinator with your Mover's estimate
2. The Clergy Person:
  - CHOOSES THEIR MOVER using movers from the Approved Conference Movers list and SCHEDULE THE MOVE DATE with the Mover. (Please let the NIC Move Coordinator know if you recommend a moving company to be added to this list. We would appreciate adding more reputable, vetted movers to the list.)
  - Sends the MOVING ESTIMATE & completed NOTIFICATION OF SCHEDULE MOVE form to NIC Move Coordinator.
3. The NIC Move Coordinator:
  - Emails an AUTHORIZATION TO MOVE and STATEMENT OF SERVICES RENDERED to the mover (cc: clergy person). The Statement of Services Rendered must be completed on the day of the move and accompany the final invoice for the move.
4. After the move, the Moving Company will invoice both the NIC Move Coordinator & the Clergy Person, and include the completed Statement of Services Rendered form:
  - The NIC will pay the Mover the cost, up to the Conference policy limit (see Expenses section)
  - Any balance due over this NIC policy limit is the responsibility of the clergy person to pay directly to the Mover.