POLICY

ACTIVE CLERGY

Moving Policy

POLICY NO.	GL-2026-01
POLICY AREA	Finance & Administration
EFFECTIVE DATE	July 1, 2026
VERSION	1.1

Purpose

This policy establishes clear guidelines regarding the financial responsibilities for clergy moving expenses within the Great Lakes Annual Conference, covering active clergy transitions. Senior Status moves are governed by a separate existing policy and are not covered under this document.

Definitions

1 **Receiving Appointment.** The local church or ministry setting to which a clergy person is being appointed.

2 **Appointed Clergy.** Clergy whose appointment has been officially approved by the Conference Bishop.

3 **Designated Moving Fund.** A fund established by a local church to set aside money over time in preparation for future pastoral moving expenses.

4 **Moving Costs.** Expenses related to relocating clergy household goods and personal property.

Scope and Applicability

This policy applies to:

1. Active clergy receiving new appointments within the Conference
2. Local churches and ministry settings receiving newly appointed clergy

Financial Responsibilities

Active Clergy Appointments

Primary Responsibility

- The receiving appointment bears primary responsibility for moving costs.
- Specific coverage must be determined between the receiving appointment and the incoming clergy, with the Presiding Elder facilitating the conversation.
- Limited conference funds are available for moving expenses in extenuating circumstances, per the layered cost-sharing structure below.

Guidelines for Coverage

- Receiving appointments should clearly specify covered expenses.
- Coverage options may include:
  - Full professional moving service
  - Rental truck expenses
  - Partial cost coverage
  - Mileage reimbursement
  - Packing materials
- An MOU should be documented between the receiving appointment and the appointed clergy in writing before the move.

Cost-Sharing Arrangements

LAYER	RESPONSIBLE PARTY	RANGE	NOTES
Layer 1	Receiving Church	First $5,000	It is not mandatory for the pastor to accept this from the receiving church. Churches are highly encouraged to establish a designated moving fund to prepare for pastoral transitions.
Layer 2	Incoming Pastor	$5,001 – $7,000 (up to $2,000)	Pastor assumes responsibility for costs above the church's contribution (e.g., self-packing, comparing quotes).
Layer 3	Conference Discretionary Fund	$7,001 – $10,000 (up to $3,000)	The conference is the payor of last resort.

Costs exceeding $10,000 shall be handled on a case-by-case basis through conversation among the church, pastor, Presiding Elder, and Cabinet.

Special Missional / Hardship Situations

- In rare circumstances, if clergy are appointed to an appointment that is unable to pay the fees associated with moving expenses, the receiving appointment may request the partial or full coverage of such expenses through their Presiding Elder to potentially be covered by the Annual

Conference as funds are available. This request shall be made in writing at least 45 days before the planned move date.

- The Presiding Elder submits the request to the Cabinet for consideration and a final decision.

REQUIRED IN ALL CASES

- If any conference funds are being requested, a minimum of two (2) moving quotes shall be obtained.
- Any reimbursement from the local church constitutes W-2 income for the pastor, and any reimbursement from the conference constitutes 1099 income.

A line item shall be established in the annual budget to support conference moving discretionary funds. This line item will be used at the Cabinet's discretion.

Adoption and Version History

ADOPTED ON	TBA
VERSION 1.0	Initial policy implementation (July 2026)