

2024 Moving Process Steps

Dakotas Annual Conference of The United Methodist Church

Moving Process Steps

1. Initial Parsonage Inspection

Under normal circumstances, this would be done the night of the Appointment Introduction Meeting (AIM). The District Superintendent, Chair of the SPRC, and Chair of the Board of Trustees would complete the Initial Parsonage Inspection Form. However, this inspection may be completed virtually as soon as possible following the AIM and submitted to Joel Winckler, Move Coordinator, by email at joel.winckler@dakotasumc.org within ten days of the move announcement. If more than two days is needed to prepare the parsonage for the next pastor, this must be noted on the Initial Parsonage Inspection Form. Your request will be considered; however, not guaranteed.

2. Clergy Move Form or Retirement Move Form

After your appointment has been announced, you will receive an email with a link to fill out the Clergy/Retirement Move Form. You must complete and submit this form within three (3) days. If it is not submitted, you may not be eligible to receive a Move Stipend or mileage reimbursement. Every person receiving a new appointment/assignment must complete this form, even if there is not a physical move involved.

3. Completion of W-9 Form

In order to receive your Move Stipend, please complete the W-9 form and send it Dakotas Conference Office, Attn: Finance Office, 1331 W. University Ave, Mitchell, SD, 57301. Moving funds received from the Dakotas Annual Conference are considered taxable income by the IRS and you will receive Form 1099-NEC after calendar year-end.

4. Move Dates Assigned

After you submit your Clergy/Retirement Move Form (see #2 above), the Move Coordinator will work with you and the other clergy and churches in your particular move chain to determine your move dates. Once the dates have been finalized, it is the pastor's responsibility to notify the current SPRC chair of both churches. For those requesting an early move, an agreed-upon plan for how the pastor will remain engaged in ministry in the church/community through the end of their appointment must be determined by the pastor, DS, and SPRC.

5. Contact Movers

In 2024, moving clergy will be choosing their own move method. A list of websites you may find helpful is available in the 2024 Move Packet (link below).

6. Move Stipend and Mileage Reimbursement

Move Stipends and Mileage Reimbursements will be paid once the appointment has been announced, Move Authorization Form has been completed, and the W9 has been received. For 2024, the CCFA set move stipend at \$5000 and the mileage rate at \$3.00 per mile (see Move Policy for more details)

7. Final Parsonage Inspection

On the loading day of the move, after the pastor's contents have been loaded and the parsonage is empty, the Pastor, SPRC Chair, and Board of Trustees Chair will conduct the final inspection of the parsonage and return the final inspection form to the move coordinator.

The full Move Packet is available at Dakotas Conference: <https://www.dakotasumc.org/resources/clergy-moves>

If you have any questions, please contact:

Cabinet Move Coordinator Joel Winckler joel.winckler@dakotasumc.org