

2024 Dakotas Annual Conference Move Policy

Expenses for moving clergy and their families shall be administered under the following policies:

1. General:
 - a. The Moving Fund shall assist in paying the moving expenses for household goods, office furniture, and equipment of itinerant clergy appointed to a pastoral charge, a conference staff position, or as district superintendent. Assistance shall be provided when a primary residence is changed due to a new appointment.
 - b. Mileage reimbursement for one additional visit to the community of a new appointment shall be paid by the Conference at the full IRS mileage reimbursement rate, paid as soon as practicable upon the submission of a mileage voucher.
 - c. Clergy included in this provision shall include full members, provisional members, associate members, local pastors, seminary students appointed to a local charge, one move of a retiring clergy person to his/her retirement residence, and those under disability leave.
 - d. The Treasurer/Finance Office will follow the Internal Revenue Service's (IRS) regulations in issuing the proper tax forms to those who move.
 - e. The moving funds issued to a clergy person are taxable income and will be reported as such to the IRS.
 - f. The Conference Council on Finance and Administration (CCFA) shall set the moving stipend and mileage rates by January 1 for the upcoming move cycle. The CCFA will consider factors such as the average cost of a moving (under 15,000 lbs.), cargo mileage rate, the Dakotas Conference annual budget, other United Methodist Conference stipend and mileage rates, and other factors when setting the Dakotas Conference move stipend and mileage rate.
 - g. Eligible clergy may submit requests for a supplemental moving grant to cover additional expenses. These requests will be received by the Treasurer, reviewed by the Cabinet, and approved by the CCFA.
2. Additional Eligibility Clarification
 - a. Pastors with disability status moving out of a Dakotas Conference appointment are eligible to receive a one-time move stipend at the time of the relocation of their primary residence.
 - b. Retiring pastors moving out of a Dakotas Conference appointment are eligible to receive a one-time move stipend at the time of the relocation of their primary residence.
 - c. If a person in retired status is required to move their primary residence to accept an appointment within the Dakotas Annual Conference, they are entitled to a stipend to and from that appointment.
 - d. Clergy under suspension or clergy leaving appointment in the Dakotas Annual Conference for leave of absence, honorable location, extension ministry, and transfer to another conference or denomination will not be eligible for a moving stipend.
 - e. Clergy moving to the Dakotas Annual Conference are eligible to receive a moving stipend.
 - f. When a clergy dies while under appointment to a local charge, conference staff position, or as a district superintendent, the surviving spouse and/or dependents may have their moving stipend paid by the Conference within the provisions of this policy. If no spouse or dependents are living with the clergy person at their death, a move may be provided in accordance with this policy within 90 days of the death of the clergy. A 1099 will be issued in the name of the spouse at year end.
3. Moving Stipend:
 - a. Each eligible clergyperson shall receive a moving stipend as determined by CCFA in consultation with the cabinet.
 - b. Clergy couples being moved shall be given an additional 25% of the moving stipend.
4. Mileage Reimbursement
 - a. Those clergy eligible for a moving stipend, are also eligible for mileage current address to new address to be paid at a trucking freight rate, as determined by CCFA. The per mile rate is paid only within the bounds of the Annual Conference and is in addition to the stipend.
 - b. Retired Clergy and seminary students returning to take an appointment are eligible for a mileage reimbursement of actual miles up to maximum of 700 miles at the trucking freight rate determined by CCFA.
 - c. Clergy couples are eligible for 1 mileage reimbursement.
5. Procedures:
 - a. The Cabinet will name a Move Coordinator who will work with the staff in fulfilling this policy.
 - b. The Move Coordinator will provide the procedure, developed, and approved by the cabinet and a Board of Ordained Ministry representative, to moving clergy.
 - c. The Move Coordinator in conjunction with the cabinet shall establish and administer all procedures for implementing the moving policy contained herein.
 - d. Clergy may forfeit access to the moving funds if they fail to complete the procedure as outlined by the Cabinet and Move Coordinator.