

2025 Moving Packet

Dakotas Annual Conference of the United Methodist Church

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You can find these items on the Dakotas Annual Conference website at:
<https://www.dakotasumc.org/resources/forms?name=&tags%5B0%5D=moving&page=1>

If you have any questions, please contact Brandon Vetter at brandon.vetter@dakotasumc.org

The Cabinet and the Conference Finance Office are available to answer clergy move questions.

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 Brandon Vetter, Move Coordinator, by email at brandon.vetter@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

Moving clergy will be choosing their own move method. A list of websites you may find helpful is available Move Packet.

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 2025, the CCFA set move stipend at \$5,000 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.

8. Record Retention.

To support the Conference Council on Finance and Administration's annual process to determine the moving stipend, the Finance Office will request documentation (i.e., receipts) for your actual move cost (See Dakotas Annual Conference Moving Policy, Section 1f.). This request will occur approximately 1-2 months after your move.

The full Move Packet is available at Dakotas Conference:

<https://www.dakotasumc.org/resources/forms?name=&tags%5B0%5D=moving&page=1>

If you have any questions, please contact:

Cabinet Move Coordinator [Brandon Vetter](#)

Dakotas Annual Conference Move Policy – adopted 2024

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 practical 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.
 - g. Eligible clergy may submit requests for a supplemental moving grant to cover additional expenses. These requests will be reviewed by the Treasurer, CCFA and Cabinet.
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 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 forfeit access to the moving funds if they fail to complete the procedure as outlined by the Cabinet and Move Coordinator.

Clergy Move Form

You must submit this form online-this is a copy of the questions for your reference.

Clergy Move Form – Click [HERE](#)

First Name *

Last Name *

Email *

Cell and/or Primary Phone Number *

Type of Move * ☐ Conference Paid Stipend ☐ No Move Necessary

CURRENT APPOINTMENT INFORMATION

Current home address. Please include street, state and zip code. *

Do you live in our own home, a rental or in a parsonage? * ☐ Own Home ☐ Rental ☐ Parsonage

If you live in your own home, does your church have a parsonage? * ☐ Yes ☐ No ☐ Not Applicable

Current church physical address. Please include street, state and zip code. *

*Name of your current Staff Pastor Parish Relations Committee Chair (SPPRC) *

Current SPPRC Chair's Email Address *

NEW APPOINTMENT INFORMATION

Please fill out the below information as best as you can. If it is unknown at this time, please write "unknown at this time".

New home address. Please include street, city and zip code. *

Will you be living in your own home, a rental or a parsonage? * ☐ Own Home ☐ Rental ☐ Parsonage

New church address. Please include street, city and zip code. *

New Church Phone Number *

New Cell Phone Number. If your cell number is changing, please let us know. *

New Email Address. If your email address is changing, please let us know. *

Retirement Move Form

You must submit this form online-this is a copy of the questions for your reference.

Retirement Move Form – Click [HERE](#)

First Name *

Last Name *

Email *

Cell and/or Primary Phone Number *

Type of Move * ☐ Retirement Move Stipend ☐ No move is necessary. I already live in my own home.
☐ No move is necessary. I have already taken my Retirement Move.

What is the earliest date you can move? *

Current Home Address: (Full Mailing Address - include zip code) *

Is your current home the church owned parsonage? * ☐ Yes ☐ No

Current Church Address: (Full Mailing Address - include zip code) *

Current SPRC Chair Name *

Current SPRC Chair Email Address *

Please fill out the below information as best as you can. If it is unknown at this time, please write "unknown at this time".

New Home Address: Please include your complete physical address, including zip code (and mailing address, if different than your physical address). This should be your address after July 1 of the moving year. *

Cell Phone Number: If your cell number is changing, please let us know. *

Email Address: If your email is changing, please let us know.

In your retirement, in which Dakotas Conference church will your charge conference membership be held? If unknown at this time, please let Bea Stucke (Bea.Stucke@dakotasumc.org) know as soon as possible.

Parsonage Standards Excerpts Related to Pastoral Change in Conference Journal

Conference Journal Location	Content
Standards for Parsonage Furnishings 1.K	K. Pets: The Clergy leaving a Charge shall be financially liable for any damage to the parsonage above and beyond the normal wear and tear of family living, and for problems created by pets or neglect. If such a situation occurs the District Superintendent shall be informed for inspection. If a church and the DS agree there is damage from a pastor's pets upon entering a new appointment, if that pastoral family insists on having pets, they must provide a damage deposit equal to the repair and replacement costs incurred in their prior parsonage.
Ongoing Conditions 2.B	It is the responsibility of the clergy leaving a Charge to fully and properly clean the parsonage. How this will be accomplished will be determined in consultation with the Pastor Parish Relations Committee.
2.C	When a pastoral change takes place, the Board of Trustees shall evaluate the needs of the parsonage and refurbish accordingly. The clergy leaving the Charge shall inform the Board of Trustees of structural problems or appliances that need repair or replacement.
Pastor's Responsibility 5.A	The parsonage family shall practice good stewardship of parsonage property and will be held financially accountable for damage other than normal wear and tear. They shall keep the parsonage in neat appearance. Upkeep, repair and redecorating will be done in consultation with the local church parsonage (trustees) committee. The parsonage family shall leave the parsonage as good as or better than it was when they moved into the dwelling.
5.B	The pastor should keep the parsonage (trustees) committee informed of maintenance needs throughout the year between annual reviews.
5.C	The pastor and parsonage (trustees) committee shall inspect the parsonage together at the time of a change of pastors. The location of guarantees and operating instructions for parsonage equipment should be designated for the benefit of the incoming pastor.
5.D	Disputes between the pastor and the local church concerning the parsonage shall be referred to the District Superintendent for negotiation and settlement.
The Parsonage Review and Report 6.A	In accordance with <i>The Book of Discipline</i> (258.2.g 16): The chairperson of the Committee on Staff Pastor Parish Relations, chairperson of the Board of Trustees and pastor shall make an annual review of the church owned parsonage to assure proper maintenance.

Excerpts taken from the ***Dakotas Conference Journal***



Clergy Moves

Dakotas Moving Companies

Moving and retiring clergy will schedule their move directly with a moving company of their own choosing. Deciding which moving company to use can be hard. Do you focus only on those companies that are closest to you? Do you consider customer reviews? Does cost play a major role in your decision? So many questions... Here are some links to websites that may help you make your decision:

General

U.S. Department of Transportation, Federal Motor Carrier Safety Administration [Moving Homepage](#) helpful information about planning your move before, during and after

[Better Business Bureau Moving Company Search](#) (use the search categories in the banner... Find box type Moving (select your option); Near box type location you want to check)

[My Moving Reviews: Highest Rated](#) (Use the state links or search by zip code for local contacts)

[Great Guys Moving](#) Resource for searching for movers and guides about moving

[The 5 Best Moving Truck Rental Companies of 2024](#) as reviewed by Move.org.

[Jobbers Moving and Storage-Allied Van Lines](#) has cared for Dakotas Conference moves over the years

North Dakota

The [Best Moving Companies in North Dakota](#) as reviewed by moveBuddha.com

U.S. Department of Transportation, Federal Motor Carrier Safety Administration, The Household Goods Program: [List of North Dakota Registered Movers](#)

Great Guys Moving: [10 Best Movers in ND](#)

South Dakota

The [Best Moving Companies in South Dakota](#) as reviewed by moveBuddha.com

U.S. Department of Transportation, Federal Motor Carrier Safety Administration, The Household Goods Program: [List of South Dakota Registered Movers](#)

Great Guys Moving: [10 Best Movers in SD](#)

Initial Parsonage Inspection Form

This form is due within 10 days of the move announcement to [Brandon Vetter](#).

Church/Charge Name: _____

Parsonage Full Address: _____

Date of Inspection _____

Names of people present (virtually or in person) for inspection: _____

Please check one of the following as to the condition of the parsonage

____ No parsonage.

____ Parsonage is in good condition and no improvements are needed.

____ Normal wear and are planning the improvements described below.

____ Damage beyond normal wear and are planning the improvements described below.

Normal Wear/Planned improvements: _____

If damaged beyond normal wear was found, please check one of the following.

____ The S/PPRC and Trustees Chairs have met with the pastor and the issue was settled as stated below.

Damage beyond normal wear settled as follows:

____ We request assistance in resolving the issue. Please contact your District Superintendent immediately.

____ We require more than 2 days to complete the improvements.

Amount of time needed to complete improvements between when the current pastor moves out and the new pastor moves in: _____

What improvements will be completed in the extra time requested: _____

Your request will be considered during the scheduling of pastoral moves but cannot be guaranteed.

Signatures

Pastor _____

SPRC Chair/Member participating in Inspection _____

Trustees Chair/Member participating in Inspection _____

Please use the Conference Parsonage Standards Policy as a reference. It is located on pages 245-247 of the 2023 Dakotas Annual Conference Journal. Relevant journal excerpts about parsonages in pastoral change have been provided in the 2024 Dakotas Moving Packet.

Final Parsonage Inspection Form

(Done on day of pastoral move AFTER parsonage is empty and BEFORE pastor leaves)

Church/Charge Name: _____

Parsonage Full Address: _____

Date of Inspection _____

Names of people present (virtually or in person) for inspection: _____

Please check one of the following as to the condition of the parsonage:

☐ We found the parsonage to be in satisfactory condition.

☐ We did not find the parsonage to be in satisfactory condition.

Please list concerns about the condition of the parsonage which may need to be addressed with the pastor:

If the parsonage was not found to be in satisfactory condition, please check one of the following:

☐ The S/PPRC and Trustees chairpersons have talked with the pastor and the issue has been settled as follows:

☐ We request assistance in resolving the issue. Please contact your District Superintendent *immediately*.

Signed at Final Inspection:

S/PPRC Chairperson _____

Pastor _____

Please return to your District Superintendent within one week of the inspection.

Please use the Conference Parsonage Standards Policy as a reference. It is located on pages 245-247 of the 2023 Dakotas Annual Conference Journal. Relevant journal excerpts about parsonages in pastoral change have been provided in the 2024 Dakotas Moving Packet.

Things to Be Done Before Pastor's Moving Day to Assist Transition

Following is a reminder list of tasks to be completed before a pastor leaves the present charge. Please leave this completed list as a record in a place where the incoming pastor will be sure to find it along with relevant documents. Not all items may be relevant in your context.

Attention to these things will help ensure a smooth transition. Thank you!

	CHURCH ADMINISTRATION	Done	Delegated to whom? Where is it located? or Who has it?
1.	List of Shut-ins		
2.	List of those needing close pastoral care (recently bereaved, seriously ill, etc.)		
3.	Membership rolls brought up-to-date (have contact information available)		
4.	Constituency/New members prospect list		
5.	List of students and persons in the service		
6.	Marriages, baptisms, etc. recorded		
7.	Schedule of weddings, anniversary celebrations, baptisms, etc. already planned (with names & contact information)		
8.	Funeral homes with contact information		
9.	List of current officers and committees; others with regular responsibility, such as ushers, etc.		
10.	Church Budgets- include dates Pastor is paid and other important information about payments		
11.	Traditions- seasonal observances, church anniversary, etc. Comments and description		
12.	List of usual communion dates		
13.	Emergency funds for needy- where are the funds kept, what is the policy		
14.	List of hospitals (locations and contact info)		
15.	Local pastors and associations (including ecumenical groups)		
16.	Location of church official documents		
17.	COMPUTERS: If you have your own computer, be sure to leave a printed copy of all information pertaining to the church as well as a flash drive. Remember to leave passwords and file names for all church owned computers.		
18.	Summary of recent history		
19.	List of all employees and job descriptions		

	THE CHURCH BUILDING:	Done	Delegated to whom? Where is it located? or Who has it?
1.	Leave set of keys, identified with labels		
2.	List of building use policies (include open hours, use of building by others, etc.)		
3.	List of future maintenance needs discussed with Trustees and/or observed by Pastor		
4.	With Trustees Chair, arrange for cleaning of Pastor's study		
5.	Who is responsible for locking and unlocking the building?		

	PARSONAGE	Done	Delegated to whom? Where is it located? or Who has it?
1.	Leave set of keys, identified with labels		
2.	File of information about appliances		
3.	List of repair persons and service companies		
4.	Notebook/File of repairs and maintenance; any information regarding flowers/shrubs, etc.		
5.	Fuse box with identified circuits		
6.	With Trustees Chair, arrange for cleaning of parsonage when empty		
7.	With SPRC, arrange for someone to welcome new family when they arrive		
8.	List of doctors, dentists, lawyers, vets and other services		
9.	List of local recreational facilities, community organizations, etc.		
10.	List banking facilities, cable companies, utility companies, phone companies		
11.	Trash pickup and recycling information		
12.	Names of church/parsonage neighbors		
13.	After parsonage is empty, complete final parsonage inspection form with SPRC Chair, Board of Trustee Chair and Pastor who is moving out. Send form to District Office.		