

Information for Pastors Moving on July 2, 2013:

- **Announcement of appointments is Sunday, May 5.** Your SPR Chair will make the announcement about the pastor who is following you. You may share something about your next appointment.
- **Appointments are “projected” until May 5.** You will hear from me in April if there is a change in your projected appointment. Only the SPRC should be told of your move until May 5. You are not to visit your new appointment until after May 5.
- **“The Right Start” day for clergy who are moving is May 14,** from 10am until 4pm at the UMCenter in Lakeland. This is a mandatory meeting for those who are moving.
- **“The Right Start” event for brand new appointments** (anyone serving in the Florida Conference for the first time) will be on May 28 and 29 at the UMCenter. One day will be focusing on boundaries training/clergy sexual ethics, and the other day on getting a great start in a new appointment.
- **Moving Day is July 2.** You must be out of your current parsonage by noon. You are responsible for covering your current appointment through July 1st. (It is okay to take vacation days or arrange guest speakers for part of June, or to have your farewell reception on some Sunday before June 30th, if you so chose).
- **You should be paid for all of June 2013,** by your current local church.
- **Moving Expenses** – Moving expenses are to be negotiated with your new church. The new Florida Annual Conference Guidelines for Moving Expenses were adopted by the Cabinet on February 19, 2009 will be given to you. The policy has a maximum weight for which the local church is responsible and pastors will be required to cover any additional weight. You may be asked to get more than one estimate. Please do compare prices. Please do pack your own belongings or get friends to help you pack if you have health issues and try to be responsible about what you are moving.
- **The Florida Conference has ended the furnished parsonage.** If there are church owned furnishings in your parsonage, you may negotiate with the Trustees for the church to give or sell to you any of that furniture. If you are using church owned furniture that you will not be taking with you, be sure to communicate with your successor about his/her needs. Do not leave furniture in the parsonage that neither you nor the next pastor want. Make sure it is removed before the new pastor arrives.

- **The pastor/pastoral family is responsible for a thorough cleaning of the parsonage.** This is a deep/spring cleaning. Scrub the baseboards, wipe out all the cabinets and drawers, sweep the garage/carport, wash the windows, clean the yard of old flower pots, broken lawn furniture, old play equipment. If you have indoor **pets, you need to arrange for flea fumigation.** If you have not left the parsonage clean, or if fleas take over after your pet leaves, the church will arrange for a cleaning service and fumigation service and a bill for these services will be sent to you, as well as a letter placed in your permanent file, with a copy to the Bishop and your new District Superintendent, indicating that you did not fulfill your responsibility.
- **Please leave detailed instructions** regarding alarm system codes, phone system (answering system codes if with phone company), and best internet system and arrangement with church. Be sure to leave garage door openers and codes as well if applicable. Any manuals for appliances and specific operating instructions are always helpful. Lawn care services or expectations, sprinkler systems, and other parsonage “specifics” are always helpful.
- **If you are paying someone to clean your house after you leave,** please ask a church member to be present to supervise. Cleaning services do not always do a good job if the person who paid them has left and will not return. You must specify with the cleaning service that this is a “Deep Cleaning” or “Thorough Spring Cleaning.” You will be responsible for anything that is left undone.
- The church **trustees or parsonage committee** are responsible for any repairs, painting, and carpet cleaning. Please inconvenience yourself in order to allow the trustees to paint, make repairs and clean carpets before moving day. It is not a good thing for the next family to move into the parsonage with wet paint or wet carpets.
- You may **only use one half of your Accountable Reimbursement** through June 30th, 2013. The other half must be available to your successor. If you have used more than half, you must reimburse the church, so that the second half is available to your successor.

We are in a covenantal relationship with our fellow clergy.

Please do:

- Pray for your successor and answer his/her questions
- Speak positively about your successor.
- Insist that your current trustees or parsonage committee do repairs or any needed painting of the parsonage. Even if they had not done this for you, insist that they get things right for the new pastor. Remember, you are leaving---they can't be mad at you for much longer.

- Inconvenience yourself and your family to help needed repairs or painting of the parsonage to happen before you move out, and your successor moves in. For example, move your things to the middle of the room, so that a room can be painted. . .move your things to the garage or move out early, so that the carpet can be cleaned, and dry before moving day.
- Make sure staff parish and others are making appropriate plans to welcome your successor with a reception, food, etc.
- Leave your office clean and in order. Your successor does not want the odds and ends in your desk drawers or every paper you collected during your tenure, or your old books.
- Leave a list of current officers, an up to date church directory or membership list with addresses and phone numbers (or information on how to access this on line), a list of those hospitalized or shut in, and a calendar of events that are planned (usual meetings, dinners, programs).
- Please do not return or interfere with your successor's ministry. (This means you may not do funerals for a church member or constituent even if it is scheduled at a funeral home, unless your successor invites you). Interference with the ministry of another is a chargeable offense.
- Begin communicating with your successor immediately about any weddings. Do not commit your successor to weddings, without his/her permission.

Information for Pastors Moving 2013

I have received a copy of “Information for Pastor’s Moving” and I understand it is my responsibility to fulfill these expectations.

Church Name & City

Pastor’s Name (please print)

Pastor Signature

Date