

ALASKA UNITED METHODIST CONFERENCE

MOVING GUIDELINES

All moving reimbursement/payment is taxable for the pastor under the 2017 tax act.

Upon finalization of a change in appointment status that requires a physical relocation of a pastor and/or family, the pastor should contact the conference administrative assistant for assistance in planning the relocation. The following policies will provide guidance for the move. The Superintendent may make adjustments if they feel there is a need. The policies replace all previous moving policies. There are no grandfathering arrangements for previous policies.

The conference administrative assistant is Crystal Feaster, who may be contacted as follows:

907-333-5050

Email: alaskaumc@gmail.com

Intent

It is the intent of this policy to provide fair and equitable moving assistance for pastoral appointments in the Alaska Conference, for pastors moving within the conference, moving into the conference, and moving out of the conference. The policy attempts to address the unique needs of all appointed personnel for moving and for housing. A base allowance for household goods moving expenses will apply to most appointments (interim appointments are excluded). The base allowances will be adjusted on the basis of origination/destination location, family size, the receiving Alaskan church's parsonage arrangements, and length of tenure. In addition to the household goods allowance, the conference will fund transport of one vehicle per clergy person appointed, and will fund airfare transportation for all family members. Please make the most cost effective decisions as possible.

Method of Moving

Because the funding is by allowance, the method of moving may be determined by the pastor.

Liabilities

The conference assumes no liability for the moving process.

Household Moves: Base Allowances

- The base allowance for moving into or out of the state of Alaska will be \$6000.
- The base allowance for moves within the state of Alaska will be \$3000.

Family Size Adjustment

- There is no adjustment for a spouse.
- The base allowance shall be increased by 25% for pastors with 1-2 children or other dependent
- A 5% base allowance increase for each additional child/dependent will be allocated. (Example: A pastor with 5 children would receive the base allowance plus 40%.)

Origination/Destination Adjustment

- A move that involves Unalaska or Nome will receive an additional \$5000.
- A move to or from the Southeast region of Alaska or the Fairbanks region will receive an additional \$2000.
- A move to or from the Kenai Peninsula will receive an additional \$1000.
- A move to or from the Greater Northwest Episcopal area will receive no adjustment.
- A move in or out of Western Jurisdictional Conferences other than those in the Greater Northwest Episcopal area will receive a \$2000 supplement.
- A move in or out of the North Central or South Central Jurisdiction will receive a supplement of \$2000.
- A move in or out of the Northeastern or Southeastern jurisdiction will receive a supplement of \$3000.
- Moves to and from international locations will receive a supplement to be negotiated prior to the finalization of the appointment.

Parsonage/Pastor Owned or Rented Homes Adjustment

- Pastors moving **into** an appointment where the church provides a furnished parsonage will receive no adjustment.
- Pastors moving **into** self-provided, unfurnished accommodations will receive a \$2000 supplement for out of state moves and a \$1000 supplement for in-state moves. **This supplement shall be charged to the local church that does not provide a parsonage.** (This added charge is made to a local church to assist the pastors who must transport more and heavier household goods to the destination because the local church does not provide furnishings.)

Automobile Transportation

- In addition to the household goods allowance determined by the above policies, one auto will be shipped at conference expense for out of state moves or instate moves not served by road or marine highway.
- For appointments served exclusively by the marine highway, a vehicle passage on the marine highway will be reimbursed if that is the best way to get a car to a ministry destination.
- In the case of a clergy couple the cost of shipping a car for each cleric shall be covered.

- Pastors will have the option of shipping no auto and will be given a \$1000 credit per eligible vehicle towards the moving allowance (applies only to out of state moves and in state moves from or to Nome, Sitka, Ketchikan, or Unalaska).

Reductions As a Result of Early Departures

The expectation for clergy moving to Alaska is a minimum stay of five years. In the event that the early departure is initiated by the Alaska Conference, then the above policy will apply. However, if the move is initiated by the pastor then the following reductions will be applied to the above determined allowance. If a pastor returns home after one year there will be no reimbursement for the return move. After 2 years there will be 75% reduction in the total reimbursement. After 3 years there will be 50% reduction in the total reimbursement. After four years there will be a 25% reduction in the total reimbursement.

Family Airfare Transportation

In addition to the household and auto allowances above, one way plane tickets at the most economical price will be provided for each family member. If the pastor is self-moving and driving a rental truck (gas, food, and lodging are expected along the way), the value of the plane tickets may be applied to the moving allowance. Airfare will be provided for early departures.

Interim Pastors (Usually 1-2 years)

Moving expenses for interim appointments of two years or less duration will be determined by negotiation with the Conference Superintendent and will include both arrival and departure expenses. In no case shall the moving expenses for interim appointments exceed \$2000 each way, or \$4000 total.

Other

The Alaska Conference will not pay any costs associated with, nor reimburse for any of the following:

1. Costs associated with cancellation penalties or loss of a rental security deposit.
2. Losses resulting from the sale of personal automobiles.
3. Costs associated with the shipment and/or maintenance of pets. Mission personnel who desire to ship pets should familiarize themselves with the costs, customs, quarantine restrictions, and requirements for taking animals to and from the place of assignment.

Moving Allowance Worksheet

Is this move related to an interim appointment?

Yes No

If yes, then go to part B below. If no, then continue with Part A.

Part A

1	Enter \$3000 for in state move or \$6000 for trans-state move to determine base allowance.		
2	Add 25% of line 1 total for first two children		
3	Add 5% of line 1 total for each additional child		
4	Family Adjusted Subtotal (add lines 1-3)		
5	Moving from/to Unalaska or Nome?	Add \$5000	
6	Moving from/to SE Alaska or Fairbanks area	Add \$2000	
7	Moving from/to Kenai Peninsula	Add \$1000	
8	Moving from/to Cal-Pac, Cal-Nev, DSW, Mountain Sky	Add \$2000	
9	Moving from/to North Central or South Central Jurisdictions	Add \$2000	
10	Moving from/to Northeast or Southeast Jurisdictions	Add \$3000	
11	International Adjustment	Add negotiated amount	
12	Moving from/to South Central AK or Oregon-Idaho or PNW conferences	Add nothing	
13	Regional Variance Adjusted Subtotal (Add lines 4-12)		
14	Does the Alaska church you are moving from/to provide a furnished parsonage? If no, add \$2000 for out of state moves and \$1000 for instate moves. Enter Name of Church below: _____		
15	Unfurnished Variance Subtotal (Add lines 13-14)		
16	Will you ship a car? Yes____ No____ If no, enter \$1000 for credit. (Clergy couples may enter \$2000.) If yes, submit receipt for actual cost of shipment of vehicle to destination upon completion of transfer or Maritime Highway ticket cost.		
17	Household Goods And Auto Allowance (add lines 15-16)		
18	<i>Alaska Departures:</i> Are you leaving early? Enter 0 if leaving after 1 year, enter .25 if leaving after two years, enter .50 if leaving after 3 years, enter .75 if leaving after 4 years, enter 1 if leaving after five years or longer.		
19	Household Goods And Auto Allowance Less Early departure reduction Multiply line 17 X line 18		
20	Enter cost of one way plane tickets for the entire family at the most economical price currently available.		

Signature _____

Alaska Reimbursement Form

In order for you to be reimbursed, you must provide receipts/documentation of pre-approved expenses occurred during your move. You have 30 days from your arrival date to submit your reimbursement charges. Send your form and receipts to the Conference Office.

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