



Moving? Sometimes it is Just a Way of Life!

Whether moving into a parsonage or permanent home, short distance or long distance, pastors and their families move. As with any change, there are many things to consider and implement when preparing for your move.

TIPS TO STRESS-FREE MOVING

- Don't skip or skimp on meals.
- Stay on a sound-sleep schedule.
- Shower and change into clean clothes, daily.
- Give yourself a break. After working 2-2 ½ hours, give yourself a 20-30 minute break.

CHECKLIST

As soon as you know you will be moving become familiar with your Annual Conference rules and guidelines regarding housing for appointed clergy.

Some other factors to begin considering:

- Will you be moving to a parsonage or do you need to locate housing?
- If you need to locate housing, determine if you would like to find housing on your own or use the professional services of a realtor.
- If you have children, what school options are available to you?
- Establish a meeting with the prospective church Board of Trustees chair (if a parsonage is involved) and the Staff Parish Relations Committee. This meeting will allow you to become acquainted with one another and establish some of the parameters around which the move will occur.

If moving into a parsonage, consider exploring these questions:

- What size is the parsonage?
- What is provided with the parsonage (furniture, utilities, phone service)?
- Who is responsible for routine maintenance, replacement of old/worn-out major appliances, etc.?
- When will the parsonage be available for move-in and occupancy?
- Are pets allowed?
- Do a walk-through of the parsonage, noting with Trustees all concerns, maintenance issues that need attention, etc.

If moving into your own home, it would be a good idea to know the allowance that will be extended to you for housing and travel. This fixed cost may have some effect on the cost of the home you will be able to afford.

SIX WEEKS BEFORE YOUR MOVE

As you consider the actual move of your belongings from one place to another, explore these questions:

- Who is responsible for the cost of your move?
- How much money is available for moving, from the church and within your own budget?
- Is there a particular company that must be used for this move?

Determine if you are able to hire a professional bonded mover or go it on your own. Moving yourself can be the most inexpensive method but also is the most time consuming. Not only do you have to plan for the move, but you have to pack, move, transport and unload yourselves, as well. Many people prefer this method, as they want to keep costs low and also control how their possessions are handled.

Professional movers can help take much of the hassle and physical work out of moving. This option is more expensive; however, moving companies offer a wide range of service ranging from loading and unloading of boxes, to packing your possessions. Also, if they are injured on the job, they are covered under the workers' compensation policy of the moving company.

Get estimates from the movers and make your decision.

If moving on your own:

- Make arrangements to rent a hand truck when loading boxes, appliances and furniture.
- Make arrangements to rent a big truck with a ramp.
 - ✓ Ask yourself how many boxes will be packed.
 - ✓ Will you be able to rent a truck to take the load at one time or will several trips need to be made?
- Buy new boxes that are easy to pack and carry or start to save boxes in good condition that are easy to carry when full.
- Buy moving paper and start to save newspaper for rolling up glasses, cups, plates, etc.
- Buy large wrapping tape dispensers and have plenty of tape on hand.
- Buy rope for securing furniture/appliances in the truck, if you are moving on your own.
- Set up an organization system:
 - ✓ Number of boxes needed
 - ✓ Numbering system
 - ✓ One room at a time
 - ✓ Markers

FOUR WEEKS BEFORE YOUR MOVE

- Make up an envelope or folder named “moving receipts” and keep all receipts in case they qualify for reimbursement or tax deduction.
- Start to decide what items will move or what items should be disposed.
 - ✓ Ask yourself, do you really need to move all this stuff?
 - ✓ Are these items necessary once I arrive at my next destination?
 - ✓ How about planning a yard sale to rid yourself of items that are no longer necessary – lighten your load! If you don’t want to host a yard sale, consider donating to a worthy cause.
- If you have valuables, such as antiques, art objects, or books, determine if an appraisal is necessary, as moving companies would ask these be insured.
- Set up a bank account at your new location; switch automatic payments and deposits.
- Review your insurance policy for coverage during and after your move.
- Arrange for a storage facility, if necessary.

- Arrange for temporary housing, if necessary.
- Begin packing less-used and out-of-season items first.
- Ask doctors, dentists, veterinarians and other health providers for copies of your records and ask for referrals.
- Ask for prescriptions to provide to your new pharmacy until you can select new health providers in your new location.
- Arrange for school transfer and copies of records.
- Close safe deposit boxes and arrange for a new safe deposit box at a bank in your new area.
- Obtain copies of all legal records.
- Cancel/transfer your insurance.

THREE WEEKS BEFORE YOUR MOVE

- Review any needs for your pets.
- Send change of address to the post office, magazines, banks, investment companies, creditors, cable, internet, etc.
- Give notice to cancel or transfer memberships and service contracts such as country clubs, civic/professional associations, security service, lawn service, child care, newspapers, etc.
- Remember to pack your personal address book and local phone book with you to contact people or companies after the move.

TWO WEEKS BEFORE YOUR MOVE

- Schedule utility cut-offs no sooner than one day after loading.
- Schedule the utility connections at your new home. Schedule them at least one day before the first day of your move into your new home.
- Return all library books and borrowed items.
- Empty out school lockers, gym lockers, offices, etc.
- Have a “going away” party to help your children adjust to moving. Have them invite their friends and ask them to bring their phone numbers, address and pictures to exchange with your children. Play games, talk to them about ways to stay in touch and remain friends. Have fun...make this an adventure!
- If your children are old enough, encourage them to send email or maintain a website. If they develop a website, caution them about

acceptable use and posting. Review the website regularly for safety purposes.

- If you have small children, arrange for child care the day of the move. You and the movers want to be able to move freely throughout the house and not worry about them. Start to use up perishable or opened food items.
- Dispose of what-not-to-ship (non-transportable and hazardous) items.
- Finalize your plans for items that need special handling.
- Complete the inventory form provided by your mover.
- If shipping an automobile, top of fluids, but make plans to have the gas tank less than half full.
- Contact the mover to discuss any changes in the original estimate, location or valuation of coverage.

ONE WEEK BEFORE THE MOVE

- Assemble a survival kit with items such as 30-day supply of medications, important papers, moving contract and contact information, toilet paper, facial tissue, wipes, drinks, toys, DVDs/CDs, coffee, coffee pot, personal address book, etc.
- Pack valuables and papers the moving company will not transport, such as cash, fine jewelry, coin/stamp collections, stocks/bonds/passports, etc.
- Begin to pack suitcases with casual, business and school attire clothes.
- Confirm travel arrangements. If driving, map out the trip.
- Drain spas, hot tubs, hoses, etc.
- Have cash, money order or certified check ready for the moving company and your travel expenses.
- Drain fuel from lawnmower and other gas-powered equipment.
- Disassemble items, such as swing sets, trampolines, shop equipment, exercise equipment, etc.
- Get everything out of attics, storage sheds, crawl spaces, etc.

ONE DAY BEFORE THE MOVE

- Finish packing clothes, medication, valuables, paperwork and other items you are taking with you.
- Defrost, clean and deodorize refrigerator and freezer. Remember to disconnect the icemaker.
- Disconnect all appliances from electricity and gas.
- Clean microwave and oven.

MOVING DAY

- Clear walkways and driveway of ice, snow, or debris.
- Load suitcases and valuables in car trunk so they don't get mixed up in the move.
- If items are going to secondary location or storage, have them marked clearly.
- Hold the vacuum, survival box till the last load.
- Remember to make a final tour before closing the door for the last time.

ARRIVAL DAY

- Make sure utilities are functioning.
- Let family and friends know you've arrived safely.
- Unpack necessities.
- Allow electronics and appliances at least 24 hours to adjust to room temperature and upright, stable state before use.

AFTER ARRIVAL DAY

- Remember to register your vehicle(s).
- Arrange for new license plates.
- Arrange for new vehicle stickers/tags.
- Obtain a new drivers license and/or state ID.
- Update your voter registration.

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