

MOVING WITHOUT PAIN

**HELP IN MAKING YOUR MOVE
AS PAINLESS AND INEXPENSIVE
AS POSSIBLE**

**Prepared by the
Commission on Equitable Compensation**

**Southwest Texas Conference
The United Methodist Church**



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Introduction

A stressful time for many people occurs in changing residences. The act of moving from one place to another, whether local or long distance can cause increased anxiety, stress, and worry. Questions abound, from the reliability of the mover (Will all of my household goods arrive in one piece?) to concerns over finding new doctors, dentists, shopping, and schools.

As itinerant pastors, the act of moving is a fact of life. We will all experience it at some point in our career. Some of us move often while others move rarely. Most of us are somewhere in between. The intent of this packet is to relieve some of the stress, anxiety, and worry by providing procedures for choosing the right mover for our move, getting estimates, and setting up billing arrangements with the Conference Office. Plus, helpful hints on how the sending church can provide assistance as well as how the receiving church can provide assistance.

Information has been provided in some do's and don'ts on moving yourself, moving the office, packing, disposing of what you don't need, and a number of other things. All of the information contained in this packet is designed to help make your move as stress-free as possible. As you are preparing for your move, please don't hesitate to call the Conference Office with your questions. The more stress, anxiety, and worry that is lifted from your shoulders, the more ready you will be for your first Sunday!

The Commission recommends the pastor contact Patty Chebultz (888) 349-4191 X538 in the Conference office early in the process to review the policies and procedures.

(NOTE: Please refer to the Conference "Moving Expense Policy" effective January 1, 2004.)

| Professional Movers Whom the Commission Recommends and Who are aware of Conference Policies | | |
|--|--------------------|---|
| Company | Contact | Address and Telephone |
| Wheaton / Welch Transfer | Scott Underwood | 203 West Washington Dr. San Angelo, TX 76903 325-655-3751 |
| Greinke Moving National Van Lines | Ken Greinke | 1302 FM 477 Seguin, TX 45022 800-545-1214 |
| Armstrong United | Charles Wolchansky | 2401 Doublecreek Dr. Round Rock, TX 78664 800-522-0141 Ext 2331 |
| Central Transportation Systems | Randy Berry | 1001 W. Howard St Austin, TX 78753 800-283-3126 X231 |
| Truman Transfer Allied Van Lines | Joe Truman | 1507 N. Ben Jordan St. Victoria TX 77091 800-477-8798 |
| Browning Transfer | Carl Browning | 1809 Sidney Baker Kerrville TX 78028 830-257-3122 |
| Scobey Mayflower | Jim French | 9625 N. Broadway San Antonio TX 78217 800-403-9764 |
| Rick's Moving | Rick Garcia | 2700 S. 6 th McAllen TX 78503 956-631-5764 |

LIST OF RECOMMENDED MOVERS AND COMMENTS:

This list will be in the process of being developed on an ongoing basis. You can help the Commission on Equitable Compensation and Moving Expenses improve this list for future pastors by completing “Moving Survey” immediately after you move and faxing or mailing it to the attention of the Treasurer, Southwest Texas Conference.

Do not hesitate to call a local mover or a mover not on this list for an estimate. In future years it is anticipated that this list will be more extensive. Do be sure to ask the questions asked in this booklet of any mover not on the “recommended” list. The contacts at the movers listed here have access to the policies and can be assumed to be aware of the practices endorsed by the Commission. The movers on this list have successfully moved pastors in our conference.

You may call the Conference Treasurer to ask if the Commission on Equitable Compensation and Moving Expenses has information on a mover whom you are considering. The reply will be one of the three responses below:

- The mover has successfully moved pastors in our conference and the Commission on Equitable Compensation and Moving Expenses recommends this mover.
- The Commission on Equitable Compensation and Moving Expenses has no information on this mover.
- This mover has moved at least ___ pastors in this conference. ___ of the ___ pastors moved recommend this mover to other pastors considering a move. These pastors who have previously used this mover are willing to share their experiences (either positive or negative) with you directly.

Procedures

CHOOSING A MOVER:

Choosing a company or person(s) to move your household goods is a critical decision that should not be treated in a casual manner. Keep in mind there is a huge difference in the professional mover and the friend or acquaintance who happens to have a truck and/or trailer. While the latter may be most well meaning in their attempt to move you, they do not have the experience of a professional mover.

In any move, make sure the right equipment is used. The professional mover will have all the necessary pads, dollies, and logistical straps required. They will have the “people experience” as well. It is recommended that you visually inspect the professional mover’s facilities, trucks, etc. Ask about their safety record. Ask about a record of complaints filed against them (check with the local Better Business Bureau, Chamber of Commerce, city offices, or whoever might have this information).

When using a professional mover, some do’s and don’ts:

DO’S AND DON’TS

- Give a copy of this booklet and the policies to the mover. Explain that these are the guidelines we expect to be followed.
- Insist that the mover visually inspect (i.e., “walk through”) your home prior to giving the estimate. *Never do this over the telephone.* Do not use a mover who will not visually inspect the items you will be moving prior to giving you an estimate.
- Never book with an Internet-based mover. These usually are brokers who hand you over to someone else.
- Make sure the mover is fully licensed either by the Texas Department of Transportation, Public Utilities Commission, or other regulating bodies.
- Visit the mover’s facilities. Does it actually exist?

- Check to see if the mover has “Worker’s Compensation Insurance” should one of their employees be injured while on your job?
- Get a recommendation. Ask for satisfied customers who have used them in the past. The reputable mover will be happy to provide this information.
- Make sure the mover will prepare an inventory of all furnishings/goods to be moved.

FINANCIAL DO’S AND DON’TS

- Get a “guaranteed estimate not to exceed . . .” in writing. Never accept an estimate that is based on a “minimum.” The estimated cost of the move should be based upon the maximum cost, not the minimum cost.
- See and approve estimate up front before making any kind of commitment to the mover.
- Estimate(s) should outline all service provided and the specifics of the moving contract.
- Ask if packing is included. If not, and you want the movers to pack, be sure and have this included as a part of the estimate.

Insurance or Valuation:

The Conference will provide up to \$75,000 of insurance for full replacement valuation of furnishing and goods while in transit. If your household items are valued at more than \$75,000, you will need to secure insurance independently and at your own cost.

With the receiving church:

- Insure that the parsonage (if applicable) will be ready for occupancy on the move-in date.
- If moving into a non church-owned home, you may want to designate a representative (as assigned by the church) to check on utility hook-ups and anything else that may be needed so that your move-in is as trouble-free as possible.
- If moving yourself, ask that the church provide assistance in unloading your household furnishings/goods and placing in the parsonage/home.
- Have the church designate a coordinator to facilitate any needs or questions you may have prior to the move.

With the sending church:

- If in a parsonage, coordinate with a designated representative from the church for any cleaning, repairs, etc., needed prior to the new family moving in.
- If utilities are paid by you, coordinate with the representative to have the utilities removed from your name and placed in the name of the pastor moving in.
- If moving yourself, request help in any packing or loading that you may need.

PREPARING THE PARSONAGE YOU LEAVE:

The parsonage (if applicable) should be left in better shape than what it was when you moved in. Here are some things to consider:

- Allow time for cleaning and repairs to be made. Remember you are asked to vacate the parsonage 2 days prior to the move so the sending church can make repairs. The sending church should provide lodging during this period.
- Do not leave any trash or unwanted items.
- Leave a note for the new family welcoming them to their new home. You might want to leave a second note (and a copy to the Trustees) with any “need-to-know” information such as nearest pharmacy, grocery store, auto repair shops, etc.

- If you are in a church-provided parsonage, consult with the parsonage committee (or other appropriate authority) as to any furnishings, appliances, etc., you may want to leave. Do not leave anything in the parsonage that has not been pre-approved.
- If you will be disposing of some items by gifting to a non-profit agency, make arrangements as to when they will pick up. Again, do not leave these items to be picked up on the day you move. They'll only be in the way of the pastor moving in.

Packing:

If packing yourself, whether or not a professional mover is involved, make sure you have followed all necessary precautions by using packing materials such as “peanuts” and bubble wrap, packing tape, and strong cardboard boxes. It should be kept in mind that all owner-packed boxes are marked “P.B.O.” (packed by owner) and may not be subject to insurance claims if anything is broken during normal handling by the movers. Please check with your mover.

WHAT THE CONFERENCE PAYS:

For information on limitations on payment, consult the “Moving Expense Policy” (effective 1/1/04), or call the Conference Office.

If the pastor is moving more than 14,000 pounds, the pastor is responsible (not the receiving church or the Southwest Texas Conference) for the percentage of the total cost that is related to the overage.

PRE-MOVE SUGGESTIONS:

It is helpful that, in addition to securing a mover, you consult with both the sending and receiving churches.

Estimates:

Three (3) estimates are required, whether it is a professional mover(s), a friend, or you move yourself. If three bids are not feasible, contact the Conference Office and an exception can be made. Indicate the one you desire to use. Estimates should include:

- Professional mover expenses (please submit on the mover’s estimate form)
- Truck/trailer rental (if moving yourself)
- Packing expenses (if applicable)
- Any insurance (if not using professional mover)
- Services to be provided (be specific)
- Any other miscellaneous expenses (moving help, etc.)

(NOTE: A list of some recommended movers is attached. This list will be revised as necessary with additional movers.)

Estimates should be submitted to Conference Office before a commitment to a mover is made. Members of the Equitable Compensation and Moving Expenses Commission will review, and will either approve the selection of mover you’ve indicated, or will ask for further information to be provided.

Do not make any commitments until the estimate(s) have been reviewed.

Estimates should be submitted to:

Treasurer
16400 Huebner Road
San Antonio, TX 78278
or fax to 210-568-2131

The “Transmittal Form” (included in Moving Expense Policy booklet) should accompany estimates.

SUBMISSION OF INVOICE FOR PAYMENT:

Once the move is completed, request that your mover provide the final invoice as soon as possible. Submit the original to the Conference Office at the address above. Send one copy to the receiving District Office. Retain one copy for your files.

POST-MOVE RESPONSIBILITY:

Complete the “Moving Survey” form (Included in the Moving Expense Policy booklet). Send original to the Conference Office at the address shown above. Send one copy to the receiving District Office. Retain one copy for your files.

Other Helpful Information

MOVING SHORT OR LOCAL:

Short (50 miles or less) or local (within a city) moves should follow the same procedures as listed above. You may use either a professional mover or move yourself. It is possible to coordinate the move either with the receiving church, the sending church, or both, to facilitate the move. Consult with the proper authority, in most cases the PPRC, to set up.

Moving yourself:

- On short or local moves, or even on longer ones, you may desire to move yourself. Here are some tips to follow so that your move is a smooth one:
- Decide on using a rental trailer/truck or a “loaner” trailer/truck to be provided. The trailer/truck should be enclosed.
- If using a rental company, prepare an inventory so they can help you determine the right trailer/truck for your needs.

- Secure packing boxes and filler material (“peanuts” or bubble wrap) to lessen the possibility of breakage.
- Secure help in loading. NOTE: It is always helpful to secure advice on proper loading techniques.

Moving your office:

- While moving your office may seem incidental, it’s not. Take into consideration that books weigh a lot, and quickly will add up the pound limitations. Because of this, you should decide whether or not a mover will move them.
- If a professional mover will move your office, be sure that a visual inspection has been done by the mover. This should be included in the estimate.
- Arrange with the sending church for the mover to enter your office and move books, equipment (i.e., personal computers, etc.), and miscellaneous.
- If you are moving yourself, make arrangements for a trailer/truck in which to carry your office books, equipment, and miscellaneous.

DISPOSING OF WHAT YOU DON’T NEED:

This may seem superfluous, but it’s not. Unneeded or unnecessary household furnishings or goods only add up the pounds you (or your mover) will be transporting to your new location. Here are some do’s and don’ts:

Once you have received notice that you will be moving, begin preparing a checklist of those items you plan to move.

- Begin disposing of unneeded, unwanted, or unnecessary items before you move and not after. If you haven’t used or worn or read something in 2-3 years, you should strongly consider disposing of it prior to the move. Remember if you move more than 14,000 pounds, you are personally responsible for the additional cost.