



## 2017 Transition Policies

These policies are provided by the Cabinet to assist in the maintenance of consistent, uniform and fair expectations for all the churches and clergy of the Río Texas Conference who are experiencing a move this year. We hope they are helpful and clear. If you have any questions, contact your District Superintendent or the Conference Office.

1. **Effective date of appointment changes will be July 1, 2017.**
2. **HEALTH INSURANCE** – If using Health Flex, July Health Insurance Premiums should be paid by the receiving church. Dependent coverage not paid by the church is withheld from the July compensation by the receiving church.
3. **MOVING EXPENSE** – This is the responsibility of the Conference to the limits of the moving policy. **Be sure you contact Conference Office for more information**
4. **COMPENSATION** – Compensation is the sending church's responsibility to the moving pastor through June 30, 2017. Moving pastors and sending church treasurers should arrange to reimburse any expenses under the Accountable Reimbursement Plan (ARP) by moving date of June 29, 2017. Total expended from the ARP or any discretionary fund for moving pastors should be no more than ½ of the annual budget amount.

*Since the breakdown of compensation is different for most pastors, a new compensation form should be filled out and signed by the pastor and the chair of the pastor parish committee. Total Compensation is not to be changed without a meeting of the Charge Conference. The revised form is to be filed with the District Superintendent.*

5. **ANNUAL CONFERENCE EXPENSE** – Annual Conference expenses are hopefully reimbursed under an accountable reimbursement plan. They are the responsibility of the sending church.
6. **MOVING DAY – Thursday, (June 29, 2017)** A leaving clergy person is to vacate the parsonage by noon. *Hopefully, prior arrangements have been made to vacate the parsonage two days early as recommended below under "PARSONAGE". This practice should be confirmed at the introductory meeting.* Other than the introductory meeting, the new pastor is not to be in the receiving church prior to moving day.
7. **PARSONAGE** – The leaving pastor shall leave the parsonage clean and in good order. The leaving clergy is to have a walk-through of the parsonage with the chairpersons of the Board of Trustees and the Pastor-Parish Relations Committee. If there has been misuse or abuse beyond normal wear and tear, arrangements are to be made for repair at the leaving pastor's expense. The district superintendent is to be informed of the situation as soon as possible.

The new pastor and chairpersons of the Board of Trustees and the Pastor-Parish Relations Committee is to have a walk-through of the parsonage as soon as practical after arrival. Written notes on the repair of the parsonage and furnishings are to be shared with both the parsonage committee and new pastor.

*It is recommended that pastoral families move out of the former parsonage two days prior to the official moving date. The sending church would pay for two nights in a motel. This would give the sending church at least a day and a half to do any repair work, painting, etc. in the parsonage before the new pastor moves in.*

8. **FIXING OF APPOINTMENTS** – Appointments for conference year 2017 - 2018 will be fixed during the closing annual conference session on Saturday, June 10, 2017.
9. **FLEXIBLE BENEFIT PLAN** – A change in appointment is a change in status as it applies to the flexible benefit plan. Changes can be made at this time under the applicable policies. Contact Isabel Munoz at the Conference Center.
10. **PERSONAL INVESTMENT PLAN DEDUCTIONS** – Any change in appointment ends the previously signed salary reduction agreement. A new salary reduction agreement must be signed if UMPIP deductions are to be made on a Pre-Tax Basis. Contact Isabel Munoz at Pensions office.
11. **RETIRING PASTORS** are paid in June by their local church. Their retirement benefit becomes effective July 1.
12. **Benefit Briefing for First Time Appointees** will be held Wednesday, June 7, 2016, at the American Bank Center prior to that day's registration. Invitations will be sent directly to those involved.

**Important dates:**

Last Sunday for leaving pastor	June 25, 2017
Moving day	June 29, 2017
First Sunday of new pastor	July 2, 2017
Compensation of new pastor starts	July 1, 2017