

SECTION III

ENDINGS

ON SAYING GOODBYE - ROLE OF THE CHURCH

Saying goodbye in appropriate ways is essential for healthy closure. These guidelines are merely suggestive. You are encouraged to be sensitive, creative and generous in saying goodbye.

1. Chair of Pastor/Parish Relations Committee:

The chair of the Pastor/Parish Relations Committee is the primary lay person responsible for insuring a healthy farewell for the pastor/family.

2. Lay Leader and other Officers:

The chair of the PPR Committee will consult with the committee and work with the Lay Leader, Trustees, Parsonage Committee and others to plan for a smooth transition.

3. Ways to be supportive:

The chair of the PPR Committee is encouraged to stay in close contact with the pastor, finding ways to be supportive. The pastor is the one who will feel the most stress and pressure in the move. It is well to remember that:

- a) Every pastor/family touches certain individuals in very special ways. There are always those who grieve when "their" pastor moves.
- b) Pastors/families also grieve knowing they are leaving loved ones behind.
- c) The Pastor/Parish Relations Committee is responsible to make sure the congregation and pastor are given an opportunity to say goodbye in a meaningful, concrete way. **This event should not be the night before a pastor moves.** Your pastor needs packing and cleaning time. **Consult with the pastor to schedule the time.** In some churches, the United Methodist Women or some other group sponsors this moving event. That's fine. The committee should make sure some group takes the lead and such an event (i.e. a reception or fellowship meal) is held.
- d) The PPR Committee is the group to think through and communicate, with other church leaders, concerning ways in which to express appreciation for the pastor/family. **If there are children in the pastor's family, you may want to consider ways in which they can be affirmed. Being the "preacher's kid" is not always easy!**
- e) Be conscious of some members feeling betrayed or hurt by the pastor's moving. At times people pull away from the pastor to avoid dealing with the pain of separation.
- f) Pray for wisdom to model for others in the congregation ways of facing grief/anger and dealing with these emotions in a healthy way.
- g) Be sure to celebrate some of the high moments of your life together as a congregation with the pastor. Hopefully there will be times for joyful remembrances and laughter as well as tears!

4. Informing the Congregation:

Use your best judgment when deciding how to inform the congregation your pastor is moving. Discuss this with your pastor and District Superintendent. Most likely word has

already spread throughout the community that a change is taking place. The District Superintendent maintains a close contact with the PPR Committee and informs the chair of the Cabinet's decision. The Bishop requests that congregational announcements related to where the pastor is going or who will be coming to your church not be done until the final cabinet meeting in May. After that date, it will be appropriate to provide information in your church publications as well as congregational announcements.

5. Lame Duck:

Please remember that your present pastor is still your pastor until moving day. Do your part in avoiding the problem of the weeks before moving day becoming "lame duck" days.

6. Parsonage Review:

It is often painful for the parsonage family to have people in the church going through the parsonage at different times. **Refer to the document "Policy at the Time of Change of Pastors" located at the back of this transition book.** (If there is no Parsonage Committee organized, then the chair of the PPR Committee is responsible.) You are encouraged to do this with sensitivity but also with honesty. If repairs are needed, work out a schedule for same with the pastor. Try to avoid having members coming in and out of the parsonage as volunteer repair persons. This requires enormous sensitivity: you do not wish to add to the stress of the moving pastor/family, nor do you wish to have a parsonage incomplete for the new pastor/family.

7. Finances:

The chair of the PPR Committee needs to work with the pastor and Finance Committee to make **SURE 50 % OF ALL APPORTIONMENTS, PENSIONS AND SALARIES ARE PAID UP TO DATE THROUGH JUNE 30.** This is essential. Failure to do so reflects very negatively on the pastor and congregation. Your present pastor is to be paid in full for the month of June.

8. Goodbye means Goodbye!

Remember that saying goodbye includes an understanding that when the pastor leaves, he/she does not return for pastoral functions. You will have a new pastor for those ministries. Both pastor and laity are encouraged to follow this very important professional procedure. Too often we have new ministry handicapped by this problem.

Celebrate the joys,

forgive the mistakes

and

bid farewell with grace!

This is a portion of an email sent from a Clergy who in transition to her current church members.

It is an excellent outline of the expectations she has set for herself and the church.

The boundaries are clear.

7/20/2016

Pastoral Care, Social Media, and Email change over

From: [REDACTED]

To: First United Methodist [REDACTED]

Subject: Pastoral Care, Social Media, and Email change over

Date: Wed, Jun 15, 2016, 1:22 pm

Hi All,

Mike and I will be moving on Monday June 20. We are sad to leave this community and our home for these last 3 years. We are blessed though to be full of memories and stories to share of our [REDACTED] family.

Beginning that day, I will check this email address periodically. I will still be Pastor until June 30, but wanted to begin the change over then. Pastor Scott has access to this email address and will be in town the week of June 26th.

If you have an urgent pastoral care need, please call the church office. If you leave a message, please call my cell phone and I will connect with our pastor on call. My cell phone number [REDACTED]

For some of you, we are facebook friends. I want you to know that I will value and treasure our friendships always. When I am no longer your pastor, I plan on taking a time 'off' of [REDACTED] posts and laying low on facebook for awhile. I will not 'like' anything new or accept invites. I plan on unliking the church page for at least a year. I need some space to be 'social' with my new congregation. We will still remain friends, and you can pm me, and I will respond as appropriate. I want you to have as much space as you need to show your great love for Pastor Scott and his wife Deb.

I hope to see you this Sunday for our last Sunday together. We start at 10am in person and on the web on our youtube channel. Your lay leader, [REDACTED] will be leading worship on June 26th. [REDACTED] will be bringing an annual conference report that day as well.

Blessings,
Pastor Cathy

When There Is to Be a Change in Pastoral Leadership

- A. Develop and execute plans by which your church(s) can say "goodbye" in a meaningful way to the pastor and family.
 1. Recognize there are "termination emotions" to be dealt with in changing relationships.
 2. Prepare to make a "clean break" as far as pastoral relationships are concerned.
 3. Allow the final Sunday to be affirming of a ministry now concluding and a time for blessing new ministries that will begin.
 4. Let the "farewell" party be a time of expressing gratitude.
- B. Develop and execute plans for saying "welcome" to your new pastor and family.
 1. Send a letter two weeks before the move welcoming him/her to your parish and offer to give help in any way possible to make his/her move an easy one. Give your name, address, and phone number as a contact source. Also, state any information regarding plans you have made for his/her moving day.
 2. Send a letter to the congregation prior to his/her first Sunday introducing the pastor and inviting everyone to be present on the first Sunday.
 3. Provide an article in the local newspaper in regard to your new pastor.
 4. The day of moving
 - a. the parsonage should be cleaned and ready.
 - b. a small vase or arrangement of flowers expresses a cheery welcome.
 - c. plan for a meal to be brought in.
 - d. offer to have dependent care available, where needed.
 - e. plan to have someone stop by to explain the operation of stove, washer, dryer, etc.
 - f. you will also think of other ways to make moving day a pleasant one.
 5. The first Sunday
 - a. arrange for someone from your committee to introduce the pastor and his/her family to the congregation at the beginning of the worship service or you may wish to use "An Order for the Celebration of an Appointment" in the 1992 *United Methodist Book Of Worship*, page 595.
 - b. plan to have someone sit with the pastor's wife or husband.
 - c. be sure the new pastor's name is on the church bulletin board.
 - d. a reception on the first Sunday or during the following week is also a way to begin building relationships.
 - e. help persons in your church to remember you have only the names of the pastor and family to learn. S/he will have many names and faces so be understanding and patient. Develop ways to aid the process of becoming acquainted. For several months, names should be repeated when meeting the pastor and it will help if persons mention where they work or what jobs they have in the church.
 - f. pray for the pastor. Pastors need prayer too, just as much as the congregation.
 6. During the early weeks of a new appointment
 - a. meet as a committee on pastor/staff-parish relations (P/SPRC) with the pastor and discuss ways in which s/he and you can begin ministry together. Be as supportive and helpful as you can.

- b. do not compare your new pastor to a former pastor, let him/her be his/her unique self. It is not helpful to make such comments as, "That's not the way the Reverend _____ did it," or "the Reverend _____ taught Sunday school, conducted Bible study, sang in the choir, didn't need help in worship services, was a leader in the United Methodist Men (or United Methodist Women), and made our visitations for us, why can't you do it too?"
- c. review with your new pastor the job description or expectations document you have for the pastor of your church and discuss any adjustments or clarifications that need to be made. This should most certainly include the "Areas of Ministry" now being used by the committee on staff/parish relations, bishop, and cabinet in annual evaluation of the pastor in the fall. It will not be fair to evaluate him/her on a basis of standards you have not agreed upon.
- d. do not refer to the former pastor, either to praise or to criticize. The new pastor may know the former pastor and doesn't need to be told about his/her strengths and weaknesses.
- e. always speak to the pastor first. Don't always expect him/her to speak first, and then when that doesn't happen, it is said, "The pastor doesn't know me."
- f. differences are bound to be apparent. Maybe the pastor wears a black robe instead of a white alb or maybe s/he prefers a clerical collar or doesn't want to wear one at all. Differences in pastors and their rotation is a strength of United Methodism and, in the course of a lifetime, the laity is exposed to many persons with diverse gifts; thus, they receive a well-rounded pastoral leadership not available to congregations who keep the same pastor for a lifetime.
- g. encourage parishioners to invite the pastor to their homes for dinner, or just for coffee. The pastor will get to know them and their families, and they will get to know the pastor best in the informal setting of their home.
- h. let the pastor know when there is need. No pastor would deliberately avoid a place of need. There are some persons who delight in telling the pastor of a need, or a routine visitation, so s/he can be critical later when the visit couldn't be worked into an already tight schedule. The pastor is neither a mind reader nor a seer. If someone could benefit from a visit from the pastor, let the pastor know. Don't keep a scorebook of the total visits a pastor makes. Pastors **DO** visit. There is no need to keep score.
- i. don't blame the pastor for the poverty of spiritual resources. Persons who say, "I don't go to church because I don't like the pastor," only reveal a personal lack of dedication and the shallowness of personal commitment.
- j. remember to what and to whom the congregation owes its loyalty. A pastor asks only that persons be loyal to Christ and to the church. Quitting a work area in mid-appointment, or quitting the church, is not being loyal to God. If one keeps the membership vows, then all other loyalties will fall into their proper place.
- k. have a good time in building new relationships and enjoy the excitement of discovering new persons and new ways.

So You're Moving!!!

This is a checklist of tasks, information, and helpful actions that you should complete before your moving day. This will help the new pastor to get his/her feet on the ground immediately and to serve the congregation in an adequate, informed way.

	Done	Delegated to
A. Church administration (information to leave for incoming pastor)		
1. Name of church secretary and hours		
2. List of church school teachers, youth counselors, etc.		
3. List of employed persons, and a brief outline of their duties.		
4. List of homebound and those needing close pastoral care (recent deaths, seriously ill, etc.)		
5. Up-to-date membership rolls		
6. Up-to-date constituency list with comments		
7. List of students and servicemen/women with addresses and comments		
8. Up-to-date record of marriages and baptisms		
9. List of church calendar events for the next 6 months including scheduled weddings and rehearsals		
10. Worship attendance records		
11. List of officers and other leaders with ongoing responsibility such as head usher, etc.		
12. List of traditional seasonal observances with comments and descriptions (who is responsible for planning)		
13. List of usual dates for Holy Communion and for reception of new members		
14. Special Sundays or services observed by this congregation		
15. List of surrounding churches sharing ecumenically and list of ecumenical events		
16. Summary of recent history of the local congregation		
17. Summary of recent understandings/arrangements with individuals/groups		

18. Listing of where to secure bulletins, office supplies, printing, etc.		
19. File of last year's bulletins, newsletters, and a list of hymns with dates when used		
20. Map of how to get to difficult locations		
21. Practices of the church such as serving meals to bereaved families after funerals.		
22. List of funeral homes in the area that members tend to use.		
23. Policies and procedures related to the memorial garden.		
24. List of hospitals used by members of the congregation.		
25. List of birthdays/anniversaries of members and constituents.		
26. Copy of church wedding policies		
B. The Church Building		
1. Leave a set of keys with their identification		
2. Provide for cleaning of the pastor's study		
3. Leave a list of future maintenance needs as discussed by the committee/and or observed by the pastor		
4. Leave list of building policies re: open hours, use of the building by others, who locks up, etc.		
C. Parsonage (items to leave for incoming family)		
1. Set of labeled keys		
2. File of appliance folders (furnace, refrigerator, air conditioner, dishwasher, dehumidifier, etc.)		
3. Helpful list of service companies for repairs and inspections and dates of last service		
4. Leave a maintenance notebook (show major repairs, date, by whom, and specifics such as kind of paint on exterior, interior)		
5. Adequately identify fuse box circuits		
6. Leave your forwarding address and new phone number		
7. Leave lists identifying garden perennial, shrubs, etc.		

8. Leave a house that is <u>clean</u>		
9. Make a list of recurring maintenance problems		
D. Family information (lists to ease the settling in)		
1. Names and locations of immediate neighbors		
2. Persons available to care for dependents		
3. Names and phone numbers of doctors, dentists, lawyers, hospitals, and pharmacies		
4. Names of nearby grocery stores		
5. Local recycling instructions and day/time of trash collection		
E. Finance		
1. Does the church owe you any back salary?		
2. Does the church owe you reimbursement for incurred expenses?		
3. Do you owe the church for personal phone calls or other items?		
4. Make certain you have paid all your local bills.		

Remarks:

 Signed (outgoing pastor) _____ Date _____

 Signed chairperson of committee on staff/parish relations _____ Date _____

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3. Who May Approve Expense Reports
The Bishop may approve travel reimbursement of District Superintendents; the Director of Connectional Ministries may approve travel reimbursement requests for Associate Directors and Treasurer. The Treasurer may approve reimbursement requests by any employee of the Conference and the Bishop. No individual may approve a reimbursement to themselves.
Group Mileage Reports may be approved by an officer of the committee, Director of Connectional Ministries or Treasurer. The individual approving the group travel should not be listed as a payee for travel on the same report.
4. Filing of Check Requests and Processing
Forms for each month should be received in the Treasurer's Office as soon as feasible after the month's travel is completed. Travel expense reimbursement requests will be processed in the normal processing schedule. Forms which are incomplete or improperly filled out may result in a delay in processing the check or may be returned for further information.
5. Travel and other expense advances are issued only in very rare instances, except for District Superintendents and conference staff. Upon signing a promissory note, an advance may be obtained, which will be due and payable when the person leaves the staff position.
6. Conference personnel who draw travel allowance by voucher shall receive reimbursement equivalent to the federal IRS allowance for business mileage. This is designed to cover the cost of automobile operation.
7. All others drawing travel expenses from conference funds shall receive reimbursement equivalent to the federal IRS allowance for moving and medical care mileage for car and travel and \$.02 per mile per passenger up to five people. This is designed to cover out-of-pocket expenses (i.e. gas and oil).
- B. Travel expense by conference agencies
 1. The travel expense of authorized representatives of conference agencies attending meetings convened by conference agencies drawing their full budget from the conference shall be paid by the agency, which calls the meeting.
 2. Dependent reimbursement cost necessary for dependents (children, sick or elderly) may be distributed from the Administrative budget for a member of any board, commission or committee meeting. The amount reimbursed shall not exceed \$40 per day, per member.
 3. Travel to non-United Methodist agencies - The travel expenses of authorized conference representatives attending meetings convened by non-United Methodist agencies within the state of Michigan, shall be paid by the conference, as provided in Part 1 of this section, to the extent the expenses are not borne by the convening agency.

Section III - Moving Expense Policy

- A. Eligible Persons and Moves
 1. No moving expenses will be approved until the Appointment Status Sheet is received by the Conference Treasurer's office.
 2. All pastors under active appointment within the Michigan Conference structure are eligible to receive moving expense benefits. This will include local church pastors, district superintendents, staff members of conference or district councils, boards, and agencies, treasurers, bishop's assistants, superintendents or directors of parish development, conference-approved evangelists, and campus ministers.

3. Seminary students and pastors from outside the Michigan Conference who are accepting appointment in the conference are eligible for moving expense benefits as provided in this code up to a limit of 750 miles.
4. The conference will pay for one retirement move for pastors who have retired or plan to retire from Episcopal appointment in the conference. The move must be taken within five years of the retirement date. The designation of a retirement move must be declared in writing before the moving expenses are incurred. A move within the state of Michigan shall be paid in accordance with the provisions of this code. A move outside the state shall be paid up to the cost equivalent of 600 miles beyond the state border. Pastors called out of retirement and assigned to a charge will be granted an additional retirement move.
5. A disability move or the move of the surviving spouse of an eligible pastor shall be paid in accordance with the policy for retiring pastors. The conference shall pay for the move out of the pastorage or other approved housing, to another residence in the event of an eligible pastor's death, in accordance with the policy for retiring pastors.
6. When a separation or pending divorce action makes a move advisable, the spouse of a pastor is entitled to reimbursement for one move. Benefits are the same as those available to a surviving spouse of a deceased pastor.
7. Moves within a charge from one pastorage to another are the responsibility of the local charge unless ordered by the cabinet.
8. Pastors not eligible for moving expense benefits include those:
 - a. under appointment outside the structure of the conference.
 - b. on sabbatical, leave of absence, or location.
 - c. who no longer have membership in the annual conference.
- B. Policy for Moves
 1. Interstate moves - Moves to or from states other than Michigan. Interstate moves are very competitive, and 2 or 3 estimates should be obtained before choosing a moving company to get the lowest rate available. Most movers will provide a "Not to Exceed" estimate.
 2. Intra-state moves - Moves greater than 40 miles within the State of Michigan. These moves are regulated by State Law and the cost is based solely on weight and distance. Multiple estimates are not required.
 3. Local zone moves (40 miles outside of corporate limits) - Local zone moves are not regulated as are other moves within the state. Therefore, 2 or 3 estimates should be obtained to get the lowest rate available. Charges will be based on an hourly rate times the number of employees involved. Most movers will provide "Not To Exceed" estimates if asked.
 4. Family travel - Family travel for pastors covered by this policy will be paid upon request, for one car, at the IRS rate (except the first 100 miles), plus tolls. One overnight lodging will be paid for moves of more than 350 miles upon presentation of receipts.
 5. Expenses covered by this code:
 - a. Normal state tariff provision for loading, transporting and unloading of household goods up to a maximum weight of 20,000 pounds, including professional books and equipment. Reasonable additional weight will be allowed for clergy couples to enable movement of professional books and equipment for each clergy person. Handwritten weight coefficients will not be accepted.
 - b. Up to \$150 will be paid by the conference to cover needed packing materials, including wraparound and dish packs. Mattress boxes will be provided.
 - c. One extra pickup and one extra delivery for each clergy person, defined as the church office or local storage unit within 15 miles of the clergy member's housing.
 - d. Reasonable charges for necessary handling of special items such as a piano or freezer.
 - e. Standard liability insurance of 60 cents per pound which is furnished by the moving company, at no extra charge, under basic tariff provisions.

NOTE: It is now required that the householder sign a release statement on the Bill of Lading on the day of the move to release the shipment to a value of 50 cents per pound per article. Failure to do this will allow the moving company to charge a premium for insurance to cover the shipment at a value of up to \$1.50 per pound.

- f. Where there are medically recognized physical limitations, up to \$1,000 additional shall be allowed for packing. A physician's authorization must be provided. Contact the Conference Treasurer for authorization.
- g. Storage charges are the responsibility of the local church if the parsonage is not ready for occupancy. The conference will pay only to the place of storage.
- h. When a moving company has been selected and an estimate given, contact the treasurer's office for authorization to be given to the mover. Because Michigan in-state moves are regulated by tariff, only one estimate is needed if items 1 and 2 above do not apply to the move.
6. Expenses NOT covered by this code:
 - a. Moving of items other than normal household goods and books, such as boats, trailers, autos, building materials, firewood, fishing shanties, dog houses, etc.
 - b. Packing and/or unpacking services, except as noted in 5.f.
 - c. Full value insurance beyond standard liability insurance provided by the moving company.
 - d. Charges for waiting time, extra labor, connecting and disconnecting appliances.
 - e. Consequential damages resulting from any part or aspect of the move.
 - f. Emotional or pain and suffering damages arising directly or indirectly, from any part or aspect of the move.
- C. Miscellaneous Policies
 1. No moving company shall employ a pastor or an immediate member of his/her family to solicit business at any time for the purpose of receiving a commission or other consideration.
 2. No company shall be allowed to establish an office at the seat of the conference for the purpose of soliciting business.
 3. Each pastor is advised to request a copy of his/her inventory sheet from the mover at the time of loading and that it be signed by both the pastor and the moving company.
 4. Pastors may want to check with their moving company or home insurance company and request an all-risk policy that would cover all damages in the moving of their household goods from one residence to another.
- D. Administration
 1. The Conference Treasurer shall administer the Moving Expense Fund.
 2. Pastors anticipating a move shall consult with the Conference Treasurer's office to review the guidelines of this code.
 3. The pastor shall be responsible for contacting a moving company and for scheduling the loading and unloading of household goods.
 4. A written estimate of the cost of moving services shall be made by the moving company and a copy shall be sent to the conference treasurer's office in advance of the move.
 5. A letter of authorization shall be sent from the Conference Treasurer's office in advance of the move.
 6. Billing for the cost of moving expenses covered by this code shall be made directly to the Conference Treasurer's office. Moving expenses not covered by this code shall be billed directly to the pastor.
 7. Provision for payment of any unusual expenses which are not defined by this code shall be arranged through consultation with the Conference Treasurer prior to the move.

8. Requests for exception to the provisions of this code shall be made to the Conference Treasurer in advance of the move. The Treasurer shall review and decide on each exception after consultation with the cabinet and/or CEA, as necessary.
9. Pursuant to IRS rules, employer paid moves are considered taxable to the employee. The treasurer's office will provide 1099-MISC to the employee in accordance with the IRS rules.

Approved Moving Companies
(Listed Alphabetically)

- 1.** Corriean Moving Systems
United Van Lines
4204 Holiday Dr.
Flint 48507
810-225-9700 / 800-695-0540
2. Escanaba Moving Systems
United Van Lines
2601 Danforth
Escanaba 49829
906-786-8205
3. Frisbie Moving and Storage
United Van Lines
14223 Schaeffer Hwy
Detroit 48227
313-837-0808
4. Quindon Moving & Storage Co.
1600 3rd Ave. N.
Escanaba 49829
800-562-1075 / 906-786-6560
5. Palmer Moving & Storage
North American Van Lines
24660 Dequindre
Warren 48091-3332
800-521-8954
- 6.** Rose Moving & Storage
Allied Van Lines
41775 Ecorse Road, #190
Belleville, MI 48111
800-521-2220
www.rosemoving.com
7. Stevens Worldwide Van Lines
Clergy Move Center
527 Morley Drive
Saginaw 48601
989-755-3000 / 800-678-3836
www.stevensworldwide.com
8. Taylor Moving & Storage
8520 Hilton Rd.
Brighton, MI 48114
810-229-7070 / 800-241-7122
www.taylormoving-storage.com

** These companies are "Preferred Movers" and may offer additional services. Please contact the movers directly to find out what additional services they may be able to offer.

Philosophy of Parsonage Guidelines

It is important that local church or conference-owned parsonages across the Conference meet certain standards so that differences in quality, size and equipment are kept to a minimum. These guidelines apply for local church pastors, district superintendents and conference professional staff, when a parsonage is provided.

These parsonage guidelines shall be presented to all new pastors and reviewed at the New Pastor's Orientation or individually with each new pastor by each District Superintendent.

The Conference affirms that the parsonage is the private home of the pastor. Therefore, the parsonage should not by design or intention be considered as an extension of the church space for program use. The church and the pastor should maintain the home so that it can be opened to friends and parishioners alike with dignity and pride.

The Conference recognizes that families in our culture are of varying sizes and needs. In the interest of Christian stewardship, we must seek homes that make efficient use of space, are energy efficient and are adaptable to the needs of clergy family members.

These parsonage standards are offered to help us be faithful to this philosophy. Because of the United Methodist itinerant system, the local church maintains the parsonage. The following is an effort to help the local church provide an adequate, comfortable, and dignified parsonage.

General Guidelines

Location

Locate the parsonage so as to be conducive to the best possible living conditions for the family, with special reference to accessibility to schools and stores. The family should have the opportunity to follow customary family patterns without unnecessary interruption. The parsonage should not be located where it could conceivably be a hindrance to the future expansion of the church buildings.

Barrier Free Concerns

All parsonages purchased, built, or remodeled in the future shall conform to the needs of the handicapped. One entrance shall be wheelchair accessible. Provide on the ground floor level

1. one room that can be used as a bedroom by a person with a disability
2. a fully accessible bathroom; and
3. fully accessible laundry facilities.

Sound Construction

The parsonage shall be of sound construction with sound foundations. Cracking walls and sagging floors are danger signs of structural unsoundness. Do not attempt to remodel an existing parsonage if it involves extensive structural modifications, partition moving, or cutting of exterior walls.

Energy Conservation

It is advisable that an energy audit be considered to determine what might be done to make the parsonage more energy efficient with attention to water seals, storm windows and doors, etc. It is further recommended that any parsonage built or purchased in the future be as energy efficient as possible. (Example: zone heating, minimum of 12" of insulation in ceiling and 6" in sidewalls.)

Parsonages with fireplaces shall include glass doors for energy conservation.

Sliding storm doors can be added and should be considered for energy conservation.

Safety

The parsonage shall contain certain safeguards for the parsonage family's safety.

At least three fire extinguishers, one in the house, one in the garage and one in the basement, shall be kept in working condition and should be professionally inspected annually.

Smoke and carbon monoxide detectors should be provided – a minimum of one for each floor including the basement.

A radon test shall be performed in geographic

areas where radon seepage is suspected to be problematic.

Motion lights should be provided in dark areas.

Dead bolts shall be provided on outside doors.

There shall be a lead-based paint disclosure.

There shall be safe wiring of the electrical system, adequate power to serve the house, and sufficient outlets.

Specific Guidelines for Existing Parsonages

1. Bedrooms: There should be a minimum of three bedrooms of standard size with ample closet space in each. It is recommended that one room on the main floor be adaptable to use as a fully accessible bedroom. Having one of the bathrooms adjoined to the main bedroom is desirable. If the house does not have central air, window air-conditioning in the bedrooms and/or the study should be provided. Window coverings shall be furnished.

2. Bathrooms: Two bathrooms are recommended. One could be with shower only. One should be on the main floor and be handicapped-accessible. Window coverings shall be furnished. Each bathroom shall have washable walls or tiles, mirror and adequate medicine chest and storage. Adequate linen storage shall be provided.

3. Kitchen: The minimum kitchen would include adequate built-in cabinets, garbage disposal and dishwasher, sink, stove with self-cleaning oven, microwave, frost-free refrigerator with frozen food storage, good light and electric outlets that meet current electrical standards. Window coverings shall be furnished. Carpeting is not recommended but there must be appropriate, safe and desirable floor covering. A breakfast area is desirable. Plumbing shut-off valves should be provided at appliances.

4. Living Room: Appropriate, safe and desirable flooring (with attention given to health issues) and window coverings shall be furnished.

5. Dining Room: A separate dining room is

considered important. Appropriate, safe and desirable flooring (with attention given to health issues) and window coverings shall be furnished.

6. Study: A study is advisable and should be away from the family activities and noise. Where possible, it is preferable to have the pastor's main office in the church, but if it is in the parsonage, it should be at least 200 square feet with an outside entry if at all possible. Bookshelves, desk, chairs, private telephone line and other essential equipment shall be provided. Window coverings and appropriate floor covering shall be furnished. **Internet** access should be provided in the primary office either in the home or the church.

7. Family Room: Very desirable, especially for the children of the family. It should be located away from the living room and study.

8. Closets: Adequate closet and storage space shall be provided throughout the house.

9. Garage: Two-car garage with automatic garage door opener and outside door, storage room (in the garage or in the basement) and storage for yard equipment shall be provided.

10. Laundry Facility: A fully handicapped-accessible laundry facility shall be furnished. Automatic clothes washer and dryer shall be furnished and maintained.

11. Utilities: All utilities shall be provided by the church, including water, gas, electric, and waste removal. Utilities shall be secured in the name of the church to insure uninterrupted service during a change of pastors.

a. Telephone: The church shall provide a minimum of two touch-tone telephones and outlets. The local church shall pay basic telephone charges; personal long distance costs are the pastor's responsibility.

b. Water: There shall be a safe and dependable hot and cold water system throughout the house, including water softening equipment where

needed. The church shall provide the salt. Two or more outside spigots shall be provided.

c. Light: The pastor shall furnish standard light bulbs. The church shall provide specialty outdoor lamps (example: mercury vapor or halogen).

d. Heating: A central heating system with the capacity to adequately heat the entire habitable parts of the house, with a humidifier or its equivalent, and the proper automatic thermostatic controls, must be provided. The heating system shall be maintained by the church and shall be inspected annually with regard to soundness of heat exchanger, flue pipes, and chimney condition. If a wood stove or fireplace is in use, it too must be checked yearly with chimney cleaning provided by the church.

An instruction sheet should be posted near the furnace as to the maintenance and care of the furnace. The name of a reputable furnace company to be used should be specified.

For responsible stewardship of energy and finance, the house shall be fully insulated, with energy-efficient storm and screen doors and windows.

The pastor is responsible for the furnace filters to be changed at least twice yearly.

The church, if needed, shall provide a dehumidifier.

e. Trash: The church shall furnish weekly waste removal pick-up service. Recycling is desirable.

f. Windows: All moveable windows shall be in operating condition. The parsonage family shall be responsible for window cleaning of the parsonage unless professional cleaning is needed, such as in hard to access parts of the house.

12. Decorations:

a. At pastoral changes, redecoration of the parsonage is recommended.

b. Color: Color preferences vary greatly among clergy families. This is reflected in their furnishings and other possessions. Therefore, it is recommended that the parsonage be decorated in consultation with the parsonage family. The

Parsonage Guidelines

Pastor-Parish Relations Committee should consult the new pastoral family regarding colors.

13. Cable and TV Connection: The church shall provide basic cable and/or satellite service. The pastor pays for expanded services.

14. Parsonage Grounds and equipment:

The parsonage shall have adequate outside lighting.

The grounds around the house shall be well drained and fertilized every year. The parsonage family shall care for the grounds. If the yard is unusually large, contains shrubs, or requires a great deal of time to maintain it in keeping with the surrounding neighborhood, the church shall consider assisting the pastor with additional help or service. Ordinary mowing and trimming of the lawn shall be the responsibility of the pastor. The church, if needed or desired, shall provide fertilizing and lawn treatment, tree pruning and landscaping changes.

Large or long driveways may also require help from the church in the winter.

Grounds-care equipment shall include an adequate power lawnmower and snow blower for the property. It shall also include, but not be limited to, hoses, rakes, spade, ladder, etc.

Landscaping and exterior care of the parsonage shall be such as to be a credit to the church in the community.

There shall be either a septic tank in good working condition, with adequate drainage area on the parsonage property, or sufficient access to a public sewer system.

A sump pump and dehumidifier shall be provided for the basement if conditions warrant.

15. Insurance: The church is responsible to secure and pay for insurance for the property. It is recommended that 100% replacement cost of the parsonage and church-related structures and church furnishings be carried. It should include home-owner type coverage maintained at a minimum of eighty percent (80%). The pastor shall be responsible for his/her own insurance on personal furnishings and belongings.

Parsonage Maintenance

Local Church Responsibility:

Under the direction of the Board of Trustees, there shall be a Parsonage Committee consisting of representatives of the Board of Trustees, Pastor-Parish Relations Committee and/or additional persons (perhaps from UMW or UMM) with special skills and interests. This committee shall adhere to these minimum guidelines for all parsonages.

The District Board of Church Location and Building is required to approve plans for remodeling (if cost exceeds 25% of the value) or new construction or purchase (§2520, 2008Discipline).

As outlined in §2539 of the 2008 Discipline, funds received from the sale of church property must be maintained for future capital expenditures. Funds are not to be used for the current operating expenses of the church, unless specifically allowed by the following procedure in paragraph 3: Exception to this restriction may be granted in specifically designated instances to allow use of equity and/or accumulated assets from the sale of property to provide for congregational redevelopment efforts including program and staff. Such exception may be granted by the annual conference, the bishop, and the cabinet upon request of the local church in consultation with congregational development staff where applicable. A clear and detailed three-to-five-year redevelopment plan that projects a self-supporting ministry must accompany the request.

The local church board of trustees or elected parsonage committee shall properly maintain an adequate and comfortable home for the parsonage family. The parsonage shall be regarded as the pastor's home and the privacy of the parsonage family shall be respected at all times. No unannounced "inspections" shall be conducted. Keys to the parsonage shall be limited to the parsonage family and the church office or a person mutually designated by the parsonage family and

the Board of Trustees. At the convenience of the parsonage family, the parsonage committee shall inspect the home annually to see what needs to be done, if anything, to meet these guidelines and to take the necessary steps to accomplish any improvements.

Prior to the annual inspection, the persons making the inspection should review this booklet as a reminder of the provisions and maintenance standards. They shall keep a record of their inspection so that they can take initiative in improving the parsonage and grounds. It is suggested that such inspections take place in late spring prior to Annual Conference, and/or in the fall prior to charge conference.

To better facilitate maintenance, a log of major appliances should be kept by the parsonage committee, including dates items were purchased, repairs, warranties, and service contracts.

A refurbishing and replacement schedule should be set up.

The church shall pay for cleaning carpets and window coverings annually.

The pastor and parsonage committee should have an understanding of what separates minor repairs (pastor's responsibility) and major repairs (church's responsibility). If the use of an extension ladder is needed, the pastor should negotiate help from the church.

The church budget should include a separate line for parsonage maintenance and improvement in the amount of 2% of the insured value of the parsonage. If the funds are not used in any given year, they are held in escrow for the time when needed.

Parsonage Maintenance

Pastor's Responsibility:

The pastor should care for the parsonage as a "good steward" of the property, avoiding undue wear and tear. The pastor is responsible for any damages caused by pets, guests or family members. All necessary precautions shall be taken to prevent pets from damaging the parsonage. The parsonage family must correct such damage.

Mutual Responsibility:

At the time of change of pastors, the parsonage committee shall take responsibility for seeing that the parsonage is in good condition for the incoming pastor. Needed cleaning shall be the responsibility of the out-going pastor, but if this has not been cared for, the parsonage committee shall assume this responsibility. If needed cleaning is due to neglect or carelessness, the out-going pastor shall pay for the cost of said cleaning.

The parsonage committee (or trustees) must meet with the in-coming pastor, and develop a clear understanding of the procedures for maintenance: 1) which repairs and maintenance the pastor should expect to do; 2) which breakdowns should be reported for referral to get the job done (and to whom notification is to be given by the pastor); 3) what amount is in the church budget in a separate parsonage maintenance and improvement fund.

In the area of interior decorating, the parsonage committee and the parsonage family shall work together before any changes are made. If non-washable drapes are used, cleaning responsibility is with the church. Carpet repair, replacement, and periodic major cleaning are the responsibility of the local church unless damage is caused by carelessness of the parsonage family.

All sub-standard parsonages shall be considered for recommendation to conform, as nearly as possible, to the above guidelines as soon as possible.

Records

Keep a record of each annual inspection and update as problems are resolved. The trustees shall be responsible for duplicate inventory lists; one shall be kept at the church, and one at the parsonage. This list should include all church-owned furnishings of the parsonage and garage, as well as yard and grounds equipment. A copy of this list should be made available to each new pastor.

The pastor and parsonage committee shall provide a record of local servicing agencies and a file of service manuals, and any other information necessary for all mechanical equipment related to the parsonage. Place and date of purchase, serial number, warranty information, and all parts lists should be included. The list should be updated annually, the list given to the pastor, and reviewed with him/her when he/she leaves the charge.

Procedures at Pastoral Change:

Pastor leaving: When there is a pastoral change, there shall be an inspection the house with the pastor before the pastor leaves for his/her new appointment.

Pastor Arriving: When there is a pastoral change, the new pastor shall inspect the parsonage, making a list of needed repairs and creating a written statement of property conditions for the trustee record.

Rendering Services in Other Charges (1988 Journal, page 296)

A resident pastor's ministry can be impaired by having another pastor, either active or retired, providing pastoral services within the charge. This could involve either a former pastor, or a neighboring clergyperson. In an attempt to clarify the relationship between clergy and pastorates other than their current appointment, the board of ordained ministry presents the following guidance to those appointed within the Detroit Annual Conference.

1. Pastoral services contemplated by a former or neighboring pastor should be rendered only on the direct invitation of the resident pastor and only on rare occasions. *2000 Book of Discipline ¶ 332.4*
2. If the resident pastor is unavailable to grant permission, approval should be obtained from the district superintendent in whose district the church is located.
3. The visiting pastor should use the occasion as an opportunity to reinforce the ministry of the resident pastor.
4. When a pastor violates these guidelines, the resident pastor shall consult with the district superintendent concerning possible next steps.
5. If the situation is not resolved, the district superintendent will refer the matter to the division on conference relations of the board of ordained ministry. The division may take one of the following steps:
 - a. a letter to the pastor involved
 - b. a conference with the pastor and the division on conference relations
 - c. recommendation of official action by the board of ordained ministry

A sample announcement that may be made at the time of a pastoral change

In keeping with standards of pastoral conduct endorsed by our bishop and cabinet,
____ (present pastor) _____'s relationship to the _____ United Methodist Church will
terminate ____ (date) ____ . ____ (present pastor) ____ will decline requests for pastoral service on behalf
of the _____ United Methodist Church and all pastoral duties will become the
sole responsibility of the new pastor, ____ (new pastor) ____ .

AN ORDER OF FAREWELL FOR A PASTOR
from *The United Methodist Book of Worship*

This order may be used within a service of worship on the last Sunday before a pastor moves to another congregation or retires, or it may take place at a special service. It may be adapted to be an order of farewell to a member of the church staff other than the pastor.

As a Response to the Word, the lay leader or another designated leader comes forward and announces that the time has come to say farewell to the pastor.

One or more persons may recall with thanksgiving the pastor's ministry.

A gift or symbol may be given with appropriate words of thanks.

A stole may be left to place on the next pastor.

The pastor and congregation may release one another with these or similar words:

I thank you, the members and friends of *Name* United Methodist Church,
for the love and support you have shown me
while I have ministered among you.

I am grateful for the ways my leadership has been accepted.
I ask forgiveness for the mistakes I have made.
As I leave, I carry with me all that I have learned here.

**We receive your thankfulness, offer forgiveness,
and accept that you now leave to *minister elsewhere (retire)*.
We express our gratitude for your time among us.
We ask your forgiveness for our mistakes.
Your influence on our faith and faithfulness
will not leave us with your departure.**

I accept your gratitude and forgiveness, and I forgive you,
trusting that our time together and our parting
are pleasing to God.
I release you from turning to me and depending on me.
I encourage your continuing ministry here
and will pray for you and for your new pastor, *Name*.

The pastor may pray extemporaneously, or the pastor and congregation may join in the following prayer:

**Eternal God, whose steadfast love for us is from everlasting to everlasting,
we give you thanks for cherished memories
and commend one another into your care as we move in new directions.
Keep us one in your love forever, through Jesus Christ our Lord. Amen.
*A hymn may be sung.***