

Information for SPRC on Your Change/Addition of Pastor(s) 2017

- All appointments are “**projected**” and changes are possible until **April 30th**. The DS will call you if there is a change.
- **Announcement of appointments is Sunday, April 30th**. The SPRC chairperson should make this announcement in each worship service. A pastor who is leaving may want to say a brief word about where they are going.
- Appointments are **confidential**. You may not share this information with anyone except the SPRC until April 30th. (Pastors retiring may share the fact they are retiring at any point (churches receiving a first time appointed pastor, coming from seminary, may negotiate the announcement with the DS).
- **Moving Day is Tuesday, June 27th**. For those churches with a parsonage, the pastor who is leaving must be out of the parsonage by noon. Your new pastor will arrive after 2pm unless you arrange differently with your new pastor.
- **Who is the pastor in June?** Your current pastor is responsible for your church through June 30th. You will pay your current pastor for all of June and you begin paying your new pastor on July 1st.
- **First Sunday your new pastor will preach?** July 2nd is the first Sunday your new pastor is scheduled to preach. It is recommended that to aid your new pastor and his/her family in the transition of the move that you discuss with your new pastor the possibility of having a lay person from your congregation or guest preacher provide the sermon on this first Sunday. Let them help guide your decision.
- Your current pastor can use **no more than one half of the accountable reimbursement** fund prior to leaving on June 30th. If more than one half has been used, the pastor must reimburse the church. Please communicate this information to the treasurer.
- **You are not to initiate contact** with your new pastor until Sunday, April 30th (after church) unless you have received special permission from the District Superintendent. The SPRC chair should call on April 30th to welcome the new pastor and set up a time for the new pastor (and family) to visit the church, the parsonage, and the SPRC and staff or key leaders.
- **Moving Expenses.** You are responsible for paying reasonable moving expenses for your new pastor. Reference the Guidelines for Moving Expenses on the FL Conference website www.flumc.org (under Administration / Human Resources/ Resources for Clergy). You do not pay the moving expenses of the pastor who is leaving. Pastors who are retiring are responsible for their own moving expense. If your pastor is coming from out of state, you are responsible for negotiating the costs from the Florida state line. However, if your new pastor is a penniless recent seminary graduate, driving a very small U-Haul from North Carolina or Kentucky, you may want to be kind.

- **We no longer have “furnished” parsonages.** Pastors are now responsible for providing all their own furnishings. If your church still has furnishings in the parsonage, you may give or sell any of this to your pastor who is leaving. Please remove any furniture BEFORE moving day so that the parsonage will be available for your new pastor to move in his/her furnishings.
- **The pastor/pastoral family who is leaving is responsible for a thorough cleaning** of the parsonage and **flea fumigation in the case of indoor pets.** If, when your current pastor leaves, you find the parsonage is not clean, or has fleas, please arrange for cleaning/fumigation immediately. Call the District Office to let the DS know the house was not adequately cleaned. Send the bill for cleaning and fumigation to the pastor with a copy to your DS.
- **The trustees or parsonage committee** are responsible for appliance (refrigerator, washer, dryer, range, dishwasher, garbage disposal, microwave) repairs, painting, window blinds and window treatments and carpet cleaning. Please communicate with your Trustee or Parsonage Chairperson on April 30th about an inspection of the parsonage and a schedule for any needed work/painting, etc. All appliances must be in good working order.

Please do:

- Pray for your new pastor and for your current pastor as he/she is leaving.
- Speak positively about the new pastor to church members (after April 30th).
- After April 30th, arrange for a walk-through of the parsonage with the Trustees and Parsonage Committee. Make sure the Trustees have made a schedule for any repairs, carpet cleaning or painting.
- Call the District Office if your pastor is not cooperating with an inspection of the parsonage or the Trustee’s scheduling of repairs and painting. Your DS will help.
- Do not wait until June 27th to address repairs or painting. It is best to inconvenience your current pastor to get repairs and painting done.
- Plan a farewell reception for your current pastor (this can be any Sunday in June—negotiate this with your pastor).
- Have food and drinks at the parsonage for your new pastor upon move-in.
- Plan a welcome reception for your new pastor.

Updated: 10/19/16