

Information for Trustees/Parsonage Committee When a Pastor is Moving- 2017

To be shared by SPRC with the Trustee and/or Parsonage Chairperson on April 30, 2017

Moving Day is Tuesday, June 27, 2017

- Your current pastor must be completely moved out by Noon on June 27.
- Your new pastor may move in any time after 2:00 p.m. on June 27.
- The church is responsible for appliances, repairs, any needed painting, blinds and window treatments, and carpet cleaning (please see Conference Standing Rules on Clergy Housing, Chapter 7 pp. 257-258 of the 2015 Journal – may be accessed online at flumc.org/floridaconferencejournal).
- The pastor is responsible for a thorough cleaning (including wiping out all cupboards and drawers, and cleaning base boards, walls, woodwork, screens and windows).
- The current pastor is responsible for fumigation for fleas if there are indoor pets. This needs to be scheduled if there has been an animal in the house. Even with clean pets, one flea can jump off the pet on the way out the door and multiply into a house full of fleas in very short order.

How to get your parsonage ready for a new pastor (and family):

1. As soon as possible, schedule a walk-through inspection of the parsonage at a time when the pastor is at home (if your pastor is not cooperating with the scheduling of this inspection, call the District Office - the DS will help).
2. Walk through: make a list of all items to address:
 - List any needed repairs
 - Inspect appliances to see that they are in working order
 - Assess the interior for need of painting
 - Assess the exterior for need of painting
 - Assess the yard and sprinkler system
 - Assess general cleanliness of parsonage, talk to the pastor about how the move out cleaning will be handled, and call DS if you have concerns
3. Schedule all repairs and painting to be completed before June 27 (if the pastor or another adult from the pastor's family cannot be home, make arrangements for a Trustee or trusted church member to be at the parsonage when the repairs or indoor painting are taking place).
4. Arrange with your current pastor to move furniture to the center of the room in order to paint.
5. Arrange with your current pastor to move furniture and belongings out of the way or to load a truck a few days before moving day in order to schedule carpet cleaning. Do not wait until noon on June 30th to clean the carpet---it will still be wet when your new pastor moves in.
6. Arrange for the cleaning of window coverings (drapes) and replacement of blinds if needed.

7. Treat your current pastor and her/his belongings with respect but insist on the current pastor's cooperation in getting the parsonage ready for the new pastor. Call the DS if you need help in gaining the cooperation of your current pastor.

A word about furniture:

Since June 2007, pastors have been responsible for providing their own furniture for their housing. In the event you have unsettled parsonage furniture issues, please follow the guidelines below and as outlined in the [Rules Governing Clergy Housing, paragraph 703](#).

What if your current pastor asks if they may have as a gift or buy your parsonage furniture? You may give or sell the furniture to the pastor who is leaving.

What if neither the pastor leaving nor the pastor arriving wants our parsonage furniture? Give it away or sell it before the new pastor arrives.

THANK YOU for caring for these items and working with your pastors (going and coming) and their families.