

## MOVING DIRECTOR

### *Introductory Comments*

Purpose Statement: To pay the moving expenses of pastors and laypersons employed by the Conference from the Moving Expense Fund according to the rules of the Conference.

Accountability: The Conference Moving Director, an unpaid volunteer, is appointed by, and accountable to, the Cabinet. John E. Moffatt was appointed Moving Director starting January 1, 2001 and continues to serve.

Philosophy and Priorities: We use weight and packing allowances as incentives to keep moving costs low as possible. These limits are intended to promote sorting and discarding, and do-it-yourself packing as the normal practice. Our Conference policies minimize the burden on parishes and individual pastors to plan and coordinate the simultaneous and sequential moves needed to maintain itinerancy. Most moves are billed directly to the Conference, so neither local parishes nor pastors are required to pay large amounts on moving day.

### *Information*

1. The Conference Moving Policy (Section 20.0.0 of the Conference Rules) describes our support of household moves for pastors and Conference staff. Important limitations and cautions (Sec. 20.2.3 ff.) are included to help them understand the extent and financial limits of the Moving Expense Fund. Our policy and current information is provided to persons who are moving. The Moving Director also advises those who request an alternate professional mover, support for a self-move, or have unusual circumstances.

2. Budget & Expenses. The Moving Expense Fund budget for 2005 was \$209,800. Total expenses paid for 2005 were \$149,280.45. When the 2005 books were “closed,” 79% of the charge-backs had been reimbursed so the net apportionment cost had been reduced to \$149,381.44 and over \$64,000 could be applied to other Conference needs. Based on the cost of our professional moves within the Conference during 2005, the excess weight charge-back rate for 2006 will remain at \$29.00 per CWT (29¢ per pound).

3. Moving Costs. In this table each appointed member of a clergy or staff couple is counted in the “No. Moved” and used to find the average. The total cost for each year includes the Moving Director Administration cost. Reimbursements to the Conference for excess weight and packing charges, discussed in item 2 (above), often continue into the following year and are not included in this accounting. Although fuel costs continue to rise, since 2004 our transportation agreements with Graebel Van Lines, Inc. have included a waiver of fuel surcharges for moves within Wisconsin. Fuel surcharges of 12% added \$400 to the total transportation cost for two interstate moves in 2005. Data for the most recent five years are shown in this table.

Year	No. Moved	Avg. Move Cost	Total Cost
2001	80	\$ 2,717	\$ 217,368
2002	75	\$ 2,800	\$ 201,243
2003	75	\$ 2,601	\$ 197,552
2004	81	\$ 2,595	\$ 210,183
2005	64	\$ 2,333	\$ 149,280

4. Household Move Load Weights. The weight allowance for household goods and professional materials for a clergy household is 12,000 pounds; two-clergy households are allowed 15,000 pounds. In the following table the average weight for all moves and details on overweight loads for each of the past five years are shown. Before 2003 the charge-back rate was less than the average cost. In effect, apportionments then subsidized overweight loads.

-----OVERWEIGHT-----					
Year	Avg. Weight	No.	Avg. Excess	Rate/Lb.	Total Charge-Back
2001	9,867 Lbs.	20	2,075 Lbs.	20¢	\$ 8,366.00
2002	9,643 Lbs.	12	2,230 Lbs.	24¢	\$ 6,115.00
2003	9,430 Lbs.	17	3,093 Lbs.	30¢	\$15,773.10
2004	10,071 Lbs.	19	1,661 Lbs.	29¢	\$ 9,150.08
2005	8,809 Lbs.	9	1,507 Lbs.	29¢	\$ 3,932.40

5. Packing Materials and Labor Costs. Conference Moving Policy says a packing allowance of \$200 is *available for each pastor*. Hence, starting in 2004, it has been understood that two-clergy households have a total allowance of \$400. The average, number and total amount of excess and/or unauthorized (e.g. bulky item) packing costs for each of the past five years are shown in this table.

Year	Avg. Cost	No. Over Limit	Total Charge-Back
2001	\$227	22	\$4,807.68
2002	\$110	10	\$1,036.23
2003	\$201	16	\$4,047.57
2004	\$112	11	\$912.59
2005	\$97	8	\$1,610.17

6. Excess Weight & Packing Charge-backs. When the scale weight of a particular load of household goods (HHG) exceeds the Conference allowance, the unused portion of an individual's packing allowance may be applied to the excess-weight charge. Any remaining charge-back for excess weight and/or excess packing cost is billed to the person moved. The following data show the number of moves and the total charge-back billings greater than \$10 for each of the past five years.

Year	No.	Net charge-back
		Total Billings
2001	32	\$11,610.30
2002	16	\$6,608.46
2003	23	\$20,473.73
2004	20	\$10,993.50
2005	9	\$ 4,930.66

7. Administrative Cost. Pre-paid telephone cards are now used to assure a very low long distance cost. The great majority of communication with pastors, parish trustees, the Cabinet, and moving companies is done via the Internet. First class postage is used to mail invoices, reimbursement vouchers, the Moving Director's Evaluation survey, and occasional letters and documents. Expenses (for telephone cards, postage, printer cartridges, envelopes & paper, and travel to CF&A) submitted in 2005 by the Moving Director were \$202.79. The remaining value of pre-paid telephone cards, postage, station-

ery and printer cartridges on hand have not been tallied but are carried forward. The Chippewa-Heartland Regional office provided additional support in the form of occasional FAX service, legal size paper, and photocopying.

### ***Highlights and Accomplishments***

**Transition Workshop:** The 2005 Transition Workshop was held in Sun Prairie and led by Rev. Dr. Mark Fowler, Director of Field Education at GETS. The daylong workshop covers personal, family, and professional concerns that arise when leaving one parish and entering another. The Moving Director is on hand to meet the folks who are moving and answer their questions. In addition, Graebel Moving & Storage from Wausau has also participated for many years. They donate the time of one or two experienced drivers to provide advice, answer questions on moving, and demonstrate ways to pack various household items. Pastors appreciate the fact that the truck from Graebel has a supply of cartons, tape, and packing paper that pastors can charge to their Graebel moving account and take home that day.

**Trial of Local Moves at an "Hourly Rate."** Acting on suggestions and encouraged by two short-distance hourly rate moves authorized in 2004, the Moving Director and Graebel staff at Wausau agreed on a set of preliminary guidelines for hourly rate, same-day moves. For example, to be eligible the weight of household goods had to be estimated at not more than 12,000 pounds, the distance about 30 miles or less, and the destination had to be ready for occupancy on the same day as loading at the origin. Six moves fit those guidelines in 2005 and were authorized for hourly rate, same-day billing. All were judged to be successful. Because the van and crew do not "return home" between loading and delivery, and because there is no extra travel to a scale, transportation costs are reduced. Crew time for loading and delivery is charged at an hourly rate. For the half-dozen moves, the average cost and average cost per pound were below our intrastate averages. The pastors and their families liked moving in a single day. Although "new faces" have arrived, the Graebel staff continues to be open to this plan and it will be used when appropriate for another year.

**Pastor's Moving Report and Moving Director's Survey:** Shortly after the invoices for professional moves were approved for payment, the Moving Director prepared a "Moving Report" for each pastor based primarily on the data from the invoice for their move. If the record showed excess weight or expenses, the amount of the chargeback was computed and also included. The report and a copy of the Moving Director's Evaluation survey were mailed to the each pastor.

The number of surveys sent and returned was smaller than usual, but the responses were consistent with past years. Therefore, the effort to improve the quality and reporting of weight estimates continues.

### ***Plans for the Coming Year***

The "Pastor's Moving Report," noted above, will be continued and made more timely.

The Moving Director continues to meet with the Clergy Spouse Support Group (CSSN).

Improvements to the Moving Director web page will be attempted as Conference IT resources become available.

***John E. Moffatt, Moving Director***

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