



Moving Policy

Retired Ministers or their Surviving Spouses

Effective Date: May 1, 2010

The Special Assistance Funds, administered by the Christian Reformed Church U.S. Board of Pensions and the Canadian Pension Trustees are appropriate for use in payment of certain moving expenses for a minister at retirement, or, if the minister dies while in active ministry, for his/her surviving spouse. Moving arrangements are the personal responsibility of the retiring minister or the qualified surviving spouse.

Principles of Administration

In administering this program, the following principles are to be followed:

1. Ministers have a responsibility to keep moving costs as low as possible.
 - reduce the quantity or poundage of goods moved.
 - use volunteers from the local congregation, families and friends to help one move.
2. Ministers should request special consideration in extraordinary cases, such as disability.
3. Ministers should understand that the intent of the program is to reimburse for expenses that are necessitated because of ministers retiring from ministry and finding it helpful to move to another locality.
4. A tax statement will be sent out in February for those who've received this benefit during the previous year (US minister only).

Limitations

1. Moving expense allowances are limited to active participants of the Ministers' Pension Plan.
2. Moving expense allowances are paid, where required, only for a move related to the minister's retirement or death.
3. A minister or his/her surviving spouse shall be limited to one lifetime moving allowance for the family. A minister who retired because of disability and who subsequently returns to the active ministry may, at the discretion of the Pension Committee or Trustees, be granted one additional moving allowance upon retirement. If a moving allowance was never paid for a minister because he/she died while in active ministry, it will be allowed, where necessary, for the surviving spouse.
4. The move by the minister should be made within one year after retirement or, in the case of the surviving spouse, within one year after the date of the death of the minister.

5. Eligibility shall be limited to that portion of the move that is within the continental United States and Canada. In other cases, a determination of the amount of the allowance, if any, shall be made entirely at the discretion of the Pension Committee or Trustees.
6. At least two estimates must be submitted for approval in advance of the move. At least one estimate must be from one of the movers on the list of suggested movers.

Cost Coverage

1. Transportation of household goods, including library books, up to 10,000 pounds, based on published or negotiated rates. Only one pickup and delivery charge is covered and no storage is covered. Payment of the moving bill will be according to the covered components of the lowest estimate.
2. Expenses associated with packing, up to actual costs or a maximum of \$400.
3. Transit insurance on household and personal effects.
4. A once-in-a-lifetime allowance for travel from last charge to retirement location. Mileage for one vehicle, according to the mileage listed on the moving bill, will be paid at a rate allowed by the denominational travel policy. Reasonable hotel and meal costs with a maximum of \$400. Be aware that receipts must accompany all expenses submitted for reimbursement.
5. A maximum of total moving costs paid (including expenses as outlined above) not to exceed \$9,000.

Disability

The U.S. and Canadian Pension Trustees will adhere to the above guidelines. However, they are sensitive to circumstances which may require special consideration in cases of disability.

Exclusions

1. Costs of purchase or sale of home.
2. Export or import duties and excise taxes on goods transported between countries.