

## MAKING THE ANNOUNCEMENT



When a pastoral appointment is finally confirmed, you will be greatly relieved and enormously happy. In fact, you and your fellow PRC members will want to “go and tell the good news!” WAIT! That’s right. Wait until the PRC, in consultation with your Stationing Elder, establishes a plan for making the announcement.

The plan for making the congregational announcement of a new pastoral appointment must take several items into consideration.

1. Your new pastor’s wishes – Please time your announcement with his announcement to the congregation he currently serves. If he is not currently under appointment to a local church, seek his counsel as to an appropriate date for the announcement.
2. Your church’s schedule of special events – There is a time for everything under the sun – a time to announce the appointment of a new pastor and a time to delay such an announcement. As your PRC discusses the announcement, you will know the right time to make it.
3. The announcer – New pastoral appointments should not be announced by the current pastor. Your PRC should designate a person to make the announcement. This could be your lay delegate or PRC chair.
4. The value of a verbal **and** written announcement – You may want to follow-up a verbal announcement during worship with a letter sent to every member and active attender. The letter could contain brief biographical information about your new pastor and his family. A family photo would be a nice addition.

After the announcement has been made to your congregation, the pastoral appointment will be posted on the web site of the Evangelical Congregational Church ([www.eccenter.com](http://www.eccenter.com)). The Stationing Committee will also prepare for the National Conference delegates a written report of new appointments.

**REMEMBER** that the appointment is a confidential matter until it is officially announced to your congregation. Thank you for maintaining confidentiality.

# National Conference Stationing and Moving Rules

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## **908. Moving of Ministers**

**908.1.** Pastors who are moving are expected to get two or more estimates from moving companies of their choice, prior to the start of National Conference. One of the estimates will be initiated by the Moving Coordinator working with a moving company provided by conference.

**908.2.** Churches shall be granted a moving subsidy as established by National Conference. The subsidy will be given based on the distance of the move. The following shall be used as the schedule for moving expense given based on the distance of the move. The following shall be used as the schedule for moving expense reimbursement: for intra-state (within the state) moves from 0-40 miles, the allowance will be up to \$2500.00; for intra-state moves from 41-200 miles the allowance will be up to \$3000.00; for intra-state moves from 201-350 miles, the allowance will be up to \$4500.00; and for inter-state (between states) moves, the allowance will be up to \$7500.00. If the amount exceeds the National Conference subsidy, the receiving church will be responsible for the remaining balance. Pastors receiving a new assignment shall move within 12 months of the effective date of that assignment. Any move beyond the 12 month period at that assignment shall be at the pastor's own expense. The moving schedule for retiring pastors shall be the same as stated in this rule. Retired pastors who are assigned a church, without a break in service with the E.C. Church, shall have their move covered as per this rule when they fully retire. The Compensation Committee shall review these amounts annually.

**908.3** Moving estimates should be given to the Moving Coordinator. Estimates will be shared with the Conference Minister so they can be used at the local conference to set the salary and benefits for the incoming pastor.

**908.4** A form requesting information and an assessment of the move will be sent to the pastor. The completed form is to be forwarded to the Moving Coordinator.

**908.5** Basic insurance coverage is provided by moving companies for intra-state and inter-state moves. The amount of basic coverage varies depending on weight. If a pastor feels that additional insurance is necessary for the move, the additional cost will be the pastor's responsibility. Also, pastors are responsible to do their own packing. If pastoral families find it necessary to obtain boxes from the moving company, this expense would be paid by National Conference. Some moving companies provide boxes free of charge or will rent boxes at a lesser charge.

**908.6.** Retiring pastors should move prior to the National Conference or immediately thereafter (see 908.2 for moving subsidy schedule).

**908.7.** Moves should commence as soon as possible after the National Conference and need to be coordinated with the pastor currently occupying the parsonage, and the Moving Coordinator. Pastors and churches should do everything possible to expedite the moving schedule. Requests for a move prior to National Conference are to be made through the Conference Minister.

**908.8.** Problems coordinating moves should be reported to the Moving Coordinator.

**908.9** The Bishop shall appoint a Moving Coordinator to oversee the moving schedule and other moving related responsibilities. The Moving Coordinator term of office shall be one year, with no term limit.