



Methodist Church of New Zealand

Removals Policy

Administration Division

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Information Leaflet

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CONTENTS

• INTRODUCTION	3
• TIMING ARRANGEMENTS	3
• SUPERANNUATING MINISTERS	4
• RELOCATION MANAGEMENT	4
• ARRANGEMENTS FOR THE MOVES	4
• REMOVALS	5
• PACKING	5
• PERSONAL EXPENSES	6
• PETS	6
• TRAVEL	6
• SPECIAL HOUSEHOLD ITEMS	6
• TRANSIT INSURANCE	7
• MATTERS OF FINANCE	9
• EXCLUSIONS	10
• MISCELLANEOUS	10

INTRODUCTION

This Policy Document has been prepared as a guide for the families for whom the moving of their household and personal effects is being arranged by the Administration Division of the Methodist Church of New Zealand.

The Administration Division is responsible for the administration of a removal scheme which pays for the removal costs of Ministers and their families. This scheme is financed by a levy from all Methodist Parishes, based on membership. A second scheme was established for Cooperative Ventures who may choose to join the Cooperative Ventures Removal Scheme which is funded by a levy on each of the Parishes who are members of the scheme. Further information relating to this may be obtained from the Forum of Cooperative Ventures who administer the scheme.

This Policy sets out the levels of support available to relocating Ministers and their families, who are required to relocate in order to take up their new appointment.

Please read this information carefully.....

If there are any matters for which you require clarification or additional information, do not hesitate to contact the Administration Division. We prefer that all details are finalised and understood before your move takes place rather than have uncertainty and confusion during or after the move.

TIMING ARRANGEMENTS

Methodist Parishes

- The Conference regulations are: That financial responsibility for Conference appointments transfers on 31 January and duties will be taken up between the first and second Sundays in February (Conference Minutes 1978 p.563, Res 2). The Laws and Regulations of the Methodist Church indicate appointments take effect on the 1st day of February (Sec2:17.2)
- Removals normally take place during January as conveniently arranged between the parties (those moving from and moving to a particular location and the removal company).

Co-operative Ventures

- For appointments not being filed by a Methodist appointment, the arrangements are negotiated with the Parish and the denomination making the appointment. If the Parish is a member of the Cooperative Ventures Removal Scheme, the Forum of Cooperative Ventures will arrange the move. If not, arrangements will be between the Parish and the Presbyter who is moving.

SUPERANNUATING MINISTERS

Superannuating Minister's removal expenses to their initial retirement residence are paid for by the Removal Scheme.

RELOCATION MANAGEMENT

The Methodist Church has appointed preferred suppliers to manage the relocation process on their behalf.

When a Methodist Church assisted relocation is initiated, an advice will be sent to the removal company and all contact between Ministers, their accompanying family and service providers will be achieved through an Account Manager.

ARRANGEMENTS FOR THE MOVES

Arrangements for moves are normally undertaken in one of two ways:

ANNUAL CHURCH TENDER

As the majority of moves for the Methodist Church are made in December/January each year, the Administration Division makes arrangements for the Church's Preferred Supplier of Relocations to provide quotations for all moves.

OUT OF SEASON AND SHORT DISTANCE

When a Minister's move is not known at the time of the annual tender, or the move is just across town, the removal scheme will normally ask the Minister to obtain quotes from at least two and preferably three local removal companies.

The Administration Division can arrange for the quotes if you prefer.

The quotations should be sent to the Administration Division who will advise each removal company if they have been successful or not as well as arrange payment details. You are welcome to indicate a preference for a particular removal company when forwarding the quotations.

REMOVALS

MAXIMUM SIZE OF THE MOVE BEING PAID FOR

There is a limit of **45 CUBIC METRES** for which the removal scheme will pay the cartage. This limit has been set from information gathered of past moves and data provided by reputable moving companies as to the current average household sizes. Should the family ship more than their entitlement, the additional cost will be at the expense of the family.

It is acknowledged that for some families there may be exceptional circumstances that need consideration and the General Secretary may exercise discretion to enable the Removal Scheme to meet payment of a larger volume.

The Removal Scheme moves only household effects and furniture BUT NOT such things as timber, bricks, metal frames of outdoor play equipment, coal and firewood, boats and heavy hobby equipment. Please see Exclusions.

PACKING

It is the responsibility of the family who is moving, to pack all of their household items other than breakables. **The removal company will only pack breakables.**

One of the reasons for asking the family which is moving to pack everything **Except** breakables, is to ensure unwanted items are not shifted

Breakables are: preserves, jams, glass bottles, crockery chinaware, crystal, glasses, and ornaments. Removal companies are usually happy to also pack TV's, stereos, computers, and other electronic equipment, especially if the original packing materials are still available. However, it is expected that the owners will ensure stereo arms are fixed down and any special travel arrangements for computers etc are attended to. NOTE: the need to use the fixing device for some washing machines.

The supply of CARTONS AND PACKING MATERIALS is the responsibility of the family moving and can in some instances be arranged with the moving company.

The removal company will only UNPACK those items that they have packed at origin. **It is the responsibility of the family to unpack all other items**

PERSONAL EXPENSES

Personal expenses for Methodist moves are generally reimbursed after the move has been completed. In some circumstances, particularly where the cost of inter-island ferry fares must be paid, an advance payment can be made to cover the cost of fares and other direct expenses. In these circumstances, contact with the Administration Division should be made as early and soon as possible.

PETS

The Church will reimburse 60% of expenses incurred in the transportation of family pets (maximum of two such pets). Included, is up to four nights accommodation in boarding facilities.

POSTAL REDIRECTION SERVICES

The Church will reimburse the cost of postal redirection services for up to 4 months. The redirection of your mail can be done online at:

<https://www.nzpost.co.nz/personal/receiving-mail/redirect-mail>

Or - Visit your local PostShop to set up the redirection of your mail.

TRAVEL

Reimbursement will be made for the following travelling costs to your new home:

- Travelling with dependent family by the **most direct route** (one car) at the current Connexional Travel Rate per kilometre.
- Reasonable meal costs en route
- For moves involving a shift between the North and South Islands, inter-island ferry fares for two cars or one car and trailer and your immediate family members
- For moves over long distances, usually inter-island, overnight accommodation at a medium cost motel or similar. (Staying with friends and family is usually welcomed and saves costs to the Church!)
- Claims for reimbursement of Travel expenses should be forwarded to the Administration Division within **ONE MONTH** of your move.

SPECIAL HOUSEHOLD ITEMS

If your family believes there are unique features in your move, you should contact the Administration Division before you move

TRANSIT INSURANCE

WHO ARRANGES THE INSURANCE?

The Methodist Removal scheme **ALWAYS** arranges for a special Transit Insurance. In **NO circumstances** should you arrange insurance cover with a removal company. The price of transit insurance cover from removal companies is normally very expensive. The Removal scheme has been able to negotiate with the insurers of Church property a very competitively priced insurance cover for all moves undertaken. Additional cover can be offered to any family moving under the arrangements of the Board of Administration.

For Cooperative Ventures, movers refer to the Forum for information regarding insurance arrangements.

The Transit Insurance Inventory Form needs to be filled in and returned to the Connexional Office prior to the move, no claims will be accepted if this has not been completed and returned.

WHAT IS COVERED?

Generally loss and damage to the goods during the move and caused by the move; from the time goods are collected, during the normal course of transit, until they are delivered to the new location. Note that some electronic equipment, for example computers, may be faulted just from being moved.

EXCLUSIONS – WHAT IS NOT COVERED BY TRANSIT INSURANCE

- Damage to or by liquids paints etc.
- Loss of money, jewellery and small items of high intrinsic value, stamps, collectable items; (all these are best handled and carried in the care of the family moving);
- Damage to pot plants
- Liability for depreciation in value following repair;
- Loss or damage arising from atmospheric or climatic conditions;
- Consequential loss of any kind;
- Any loss, damage, or liability insured by any other Policy of Insurance.

CONDITIONS:

If it is established that the value of the goods is greater than the amount for which they have been insured, the insured may be required to be responsible for the difference between the insured value and the actual value and may be required to bear a proportion of the loss or damage to any such goods.

The total liability shall not exceed the sum stated in the inventory form, and not more than for any effects than the amounts declared.

- Individual items that have a value of over \$2,000 must be listed separately; all other items may be included as a collective total value.
- In a pair or set of items, only the article damaged is repaired or replaced and NOT both items in a pair or all items of a full set.
- The option of settling any claim is by replacing or repairing the goods, subject to a maximum liability, or cash payment.
- Repair is to a condition which is reasonably practicable and comparable with the original;
- Notification of any claim should be submitted to the Administration Division within **SEVEN DAYS** of the move being completed. **If notification has not been made within 30 days of the completion of your move then the Insurer may decline acceptance of your claim.**

HOW SHOULD VALUES ON THE INVENTORY FORM BE DECIDED?

Keeping in mind the **EXCEPTIONS** and **CONDITIONS** set out previously, it is important that household and personal effects being moved should be indicated for the full current value:

- For those items less than 5 years old, actual replacement value.
- For items 5 years old and or more, their current value (say, as second-hand).

Those items packed by the household moving - "owner-packed goods" - will normally be assessed by the removers as they are being loaded, as to condition, such as:

marked / soiled / scratched / broken / torn /
Any claims for damage will involve consideration of such removers' assessment.

COMPLETING THE INVENTORY

A form is provided with a copy to be retained for your records.
Tick in the appropriate column those items less than 5 years old.

The NEW VALUE is supplied for your consideration: it needs to be emphasised that it is a guide only

BASIS OF SETTLEMENT OF A CLAIM

The Fund may choose to settle up to the sum specified either by payment, replacement, or repair to a condition as is reasonably practical and comparable with the original, and will base the settlement on:

- (a) replacement for those items indicated as less than 5 years old,
- (b) replacement less allowance for wear, tear, and depreciation, and consideration of the remover's assessment (see above), on the other items on the Inventory Form.

The provision of Insurance is made to make good as near as possible any damage which might occur during the move. However, it must be acknowledged that often a repair, or replacement, cannot restore the item to exactly the same condition as it was prior to the move. Every endeavour will be made to effect the best possible repair, however, some items will carry a scar for life.

MATTERS OF FINANCE

The funding of relocations will be undertaken in the following manner:

Appointments to Methodist Parish/Circuit:

- The Methodist Church Removal Fund

Appointments to Cooperative Ventures:

- The Parish to which the person has been appointed

UNLESS - that Parish is a member of the Forum of Co-operative Ventures "Cooperating Ventures Removals Scheme" (CVRS), in which case the costs are met from the Scheme.

Supply Appointments to Co-operating Ventures for which the Methodist Church has responsibility:

- The Methodist Church Removal Fund

PLEASE NOTE

If you expect to have the expenses of your move paid for either:

The Methodist Church Removal Expenses Fund,
Then your move and its arrangements must have been approved by the Administration Division before you move;

OR

The Co-operative Ventures Removal Scheme,
Then your move and its arrangements must have been approved by the Forum of Cooperative Ventures

NO COSTS ARE PAID OR REIMBURSED FOR ANY NON-APPROVED MOVES. The expenses of a removal are only met from either of the Removal Schemes when approval or the move has been given prior to the move being undertaken.

EXCLUSIONS

Items or services not included for shipment at the Church's expense are:

- Freight and cartage over 45 cubic metres
- The cost of storing your house hold goods
- Timber, bricks, coal, firewood
- Metal frames of outdoor play equipment
- Travelling and other costs of a second car, trailer, caravan, or other similar vehicle, except the inter-island ferry cost for a second car or trailer
- Alternative accommodation when the house you are moving to is not available for you to move into when you arrive.
- Valet unpacking
- Home cleaning
- Paints and other flammable materials are hazards and cannot be relocated
- Other unusual and/or large items not otherwise specified.
- Insurance premium costs over the \$100,000 worth of cover
- The Church will not pay for section cleaning, rubbish collection, gardening or lawn mowing services

MISCELLANEOUS

These guidelines are designed to ensure that Ministers and their families receive as much assistance as practicable to ensure a smooth transition to their new location. However, the Methodist Church does recognise that in some cases there will be circumstances outside the policy that require special consideration. These situations should be referred to the Administration Division and will be considered on a case by case basis.

Only in EXCEPTIONAL circumstances will the Removal scheme meet the costs of:

- Freight and cartage over 45 cubic metres
- The costs of placing your furniture and personal effects into and out of storage>
- Insurance premium costs over the \$100,000.00 of cover.
- Travelling and other costs of a second car, trailer, caravan or other similar vehicle, except the ferry cost for a second car or a trailer.
- Alternative accommodation when the house you are moving to is not available for you to move into when you arrive.