



Methodist Church of New Zealand

Removals Guide

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Information Leaflet

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INTRODUCTION

The following “Removals Guide” is designed to help you prepare for your move, answer your questions, and calm your fears. It will assist in making this transition an organised and smooth endeavour with as few “surprises” as possible. By using the checklists contained in the back of this guide, it will help to ensure that you don’t overlook any of the many arrangements that you will need to make in the lead-up to your move.

We all should realise that moving is a traumatic experience for the whole family and feelings of “grief” are normal and usual. It may be well to seek out people with whom you and your family members can share these feelings.

The physical acts of packing and shifting can cause difficulties and anxieties. However, we each have it in our power to make things as easy as possible, or to complicate them. Plan moving together with all the members of your family to try to make things as easy as possible.

A farewell is an important occasion for all as there always needs to be an opportunity to say “goodbye” openly and clearly.

PRELIMINARY ARRANGEMENTS

Preliminary arrangements for considering, planning and setting up removals for Methodist parishes are normally made during Conference. However, based on an early reading of Stationing, the contracted moving company may undertake the sighting of furniture and personal effects of those households who are moving to enable them to be accurate in their pricing.

For moves that take place at other times of the year, the Administration Division of the Methodist Church, ask that they are notified as early as possible in order to make arrangements for the move.

In all cases, we write to the families who are moving giving some details of the moving arrangements including, the name of the company contracted to undertake our relocations. The company representative will contact you to further explain the process and procedures for your upcoming move.

WHAT NEEDS TO BE DONE BEFORE LEAVING?

The ideal world is where others treat me as I’d like to be treated; only I do it first!
The pain of moving would be greatly eased if your family knew that the home they were going to was just as clean, tidy and welcoming as the place they are leaving.

*** Please refer to the “THINGS TO DO” section at the back of this Guide to assist you with what you need to do!**

WHAT NEEDS TO BE DONE FOR THE NEW MINISTER?

The incoming Minister should communicate with the circuit/parish officials giving details of arrangements for expected arrival.

The appropriate circuit/parish officials should visit the Parsonage of the Minister and family to ensure it is ready for the arrival of the new occupants. This could include:

- Lawns mowed
- House aired and dusted
- Hot water turned on
- Some tangible signs of welcome by the parish/circuit – flowers
- Some basic essentials in the cupboards
- Some sensitive consideration of early payment of the stipend

It can be useful to leave in a prominent place details such as time of milkman, rubbish collection, etc.

HOW IS THE MOVE ARRANGED?

The representative of the contracted relocation company will arrange, in liaison with yourself, for a consultant from their company to visit your home and measure the size of your belongings. Details of size and cost are forwarded to the Administration Division where authorisation is given to proceed. The company will then make final arrangements directly with the family which is moving as to dates and time of pickup and delivery.

When the consultant visits your home, please clearly ***indicate everything that is expected to be relocated, and everything that is not!*** Be specific too, if possible, about timing.

Where the size of the contracted move is indicated as being over the maximum set by the removal scheme (45 cubic metres) the household will be advised of the extra cubic metres and its likely “pro rata” cost.

Please Note: The Removal Fund only pays for 45 Cubic Metres, if you wish to move more than this you will need to pay the additional cost.

This may allow for reconsideration of what could be left behind, or disposed of.

WHAT IS SHIFTED?

A golden rule when relocating is to “discard”, sell or give away all unwanted items. It is not reasonable to pack everything in the household, shift it, and then do a sort out and throw away. If an item has not been used since your last move, do you really need to move it again?

The removal scheme has limits to what is allowed in relocation. Please refer to the **Removals Policy** for details. **The Maximum volume the Removal Fund will pay for is 45 cubic metres.**

WHAT IS INVOLVED IN PACKING?

As stated in the Removals Policy, it is the responsibility of the family who is moving, to pack all of their household items other than breakables.

As already indicated, first of all, sort out YOUR RUBBISH and throw it out as you leave; there is no need to take it with you.

The relocation company will not carry paint, garden sprays, or similar damaging items. The company will notify you of the exact list of “dangerous goods” that are unable to be relocated.

BOOKS are best packed in small cardboard boxes that can be lifted. Fastening should be by tape, which avoids string damage to other goods by rubbing

PACKING

Everything that fits into a carton should be packed into a carton as cartons are easier to stack in the shipping container. An adequate carton should retain its shape, be capable of being taped down (except for pot plants) and being lifted by one person, with its contents so placed as to ensure a minimum amount of possible movement. But be sure each carton can be handled! Please check that the bottoms are secure.

Mark cartons (on tape or label – so that the carton can be used again) to identify room/contents to assist in placement and unpacking.

Pack heavier items or bulky items at the bottom of the carton when packing cartons – including those articles that sit on top of duchess etc.

Cushions can usefully be packed to provide protection for other items. Carpets, rugs, tapestries, posters, etc, are best rolled good side in and taped. Folding articles (ironing boards, picnic chairs) taped (and or tied) so that they do not come undone during handling and transport.

The supply of **CARTONS AND PACKING MATERIALS** is the responsibility of the family moving and can be arranged with the relocation company.

“THINGS TO DO...”

To help your family prepare for the move we offer the following checklists as a guide

AROUND TWO MONTHS PRIOR TO MOVING	✓
• Contact the Parish you are moving to and determine when your home will be available for our family to move into.	
• Set a moving date	
• Make bookings on the inter-island ferries if required	
• Arrange overnight accommodation if required	
• Have a thorough clean-out – don't forget the garden shed and garage	
• Begin to run down supplies of frozen and other perishable foods, household cleaners etc.	
• Make a list of anything you will not be taking. If selling, advertise them for sale, Consider arranging for a garage sale to dispose of those items that you will not be taking or putting into storage.	
• Keep a list of incoming mail and notify change of address for any subscriptions.	
• Advise friends and relatives of your move.	
• Prepare your Insurance Inventory and store it with your valuables.	
• Plan how and when to pack your belongings.	
• Begin to collect sturdy cardboard boxes for packing everything except breakables.	
• Advise your children's school/kindergarten of your impending move and decide, if not already arranged, on a new school/kindergarten.	

<p style="text-align: center;">IN THE LAST MONTH BEFORE YOU MOVE</p>	✓
Collect the family's dental and medical records, discuss any ongoing medical or dental treatments with your practitioner/specialist to ensure continuity of care after you move	
Collect letters of introduction, and children's school records.	
Transfer any social welfare benefits.	
Make notifications of Change of Address	
<ul style="list-style-type: none"> • PostShop for mail re-direction (<i>The Removal Fund will reimburse the cost of mail re-direction for up to 4 months, you can claim this on the personal expenses claim form</i>) 	
<ul style="list-style-type: none"> • Drivers Licence and Motor Vehicle Registration. 	
<ul style="list-style-type: none"> • Inland Revenue. 	
<ul style="list-style-type: none"> • Lawyers, Doctors 	
<ul style="list-style-type: none"> • Insurance Companies 	
<ul style="list-style-type: none"> • Banks, Credit Card Companies, Hire Purchase /Loan Companies. 	
<ul style="list-style-type: none"> • Accountant 	
<ul style="list-style-type: none"> • Stores where you have accounts or loyalty cards 	
<ul style="list-style-type: none"> • Magazine or other subscriptions/ Clubs 	
<p>Start packing and labeling boxes with contents and intended location in ;your new home</p>	
<p>Complete Insurance Inventory form and return to the Connexional Office. This needs to be completed to ensure you have cover for the move.</p>	

<p style="text-align: center;">WITHIN THE LAST FORTNIGHT</p>	✓
<ul style="list-style-type: none"> • Ask friends and relatives to help on moving day. 	
<ul style="list-style-type: none"> • If you need to, arrange for someone to look after your children on the move day, this may help to remove some of the emotional stress of moving for them. 	
<ul style="list-style-type: none"> • If moving a reasonable distance, have your car serviced 	
<ul style="list-style-type: none"> • Organise final accounts for : • Electricity, • Water, • Gas • Ensure that utilities are turned off one day after your household and personal effects are uplifted and make arrangements for the payment of your outstanding accounts. 	
<ul style="list-style-type: none"> • Ensure continuity of these services at your new address 	

IN THE LAST WEEK	✓
• List essential items you will need on moving day.	
• Collect any items outstanding, for example, lay-bys, dry cleaners, shoe repairs etc.	
• Return Library books.	
• Return anything borrowed from neighbours, friends etc.	
• Cancel bread/paper/milk deliveries.	
• Cancel local arrangements, for example lawn mowing.	
• Arrange to have all LPG cylinders purged with nitrogen & obtain a 'Safe for Transportation" Certificate.	

IN THE LAST 2 DAYS	✓
• Check with local manufacturers whether your washing machine and refrigerator motors need bolting down. (i.e. Stabiliser Bar)	
• Clean out medicine cabinet	
• Empty rubbish bins.	
• Do final clear-out of garage.	
• Get rid of inflammables (throw out or give to neighbours). Drain fuel from lawnmower and other machinery.	
• Check the contents of drawers. Remove all spill able or breakable items. You may leave Lightweight soft goods such as pillows, sweaters, blouses shirts and lingerie in the drawers, Heavy items such as sheets and tablecloths will overload and weaken the drawers.	
• Mirrors and pictures should be removed from walls in preparation for the packer's arrival.	
• Wash and dry laundry.	
• Prepare any items which requiring dismantling which are to be moved, for example, trampolines, garden furniture etc.	
• Make sure gas, electricity and water meters have been read	
• Defrost fridge and freezer and remove food. Wash out interior.	
• If you are having some items put into storage, separate from those to be transported and items to go in your personal luggage away from both so they aren't accidentally mixed with either. Ensure the packers are informed of which is which	
• If moving long distance, have your pet picked up.	
• REVIEW THE PRECEDING PAGES AND ENSURE THAT ALL APPLICABLE MATTERS HAVE BEEN FINALISED	

<h2 style="text-align: center;">ON THE DAY YOU MOVE</h2>	✓
<ul style="list-style-type: none"> You should be just about be organized 	
<ul style="list-style-type: none"> Be on hand when the packing crew arrives. You will need to be available to answer questions and sign the Crown inventory on move day. If you have to leave it is essential you appoint someone to act on your behalf and notify your Crown Consultant of this authorisation. 	
<ul style="list-style-type: none"> Have dishes washed and dried. Leave them in the cabinets, as they're easier for the removal and pack when left in normal storage places. 	
<ul style="list-style-type: none"> Leave beds assembled: bedclothes removed. 	
<ul style="list-style-type: none"> Before packing begins, accompany the Head Packer on a tour of the premises so he can inspect each article; Be sure the condition of all items is recorded. 	
<ul style="list-style-type: none"> Check and sign the Inventory. <u>Keep a copy</u> 	
<ul style="list-style-type: none"> Consider carrying with you the essential things you will need when you first arrive. 	
<ul style="list-style-type: none"> Carry all valuables and important papers with you 	
<ul style="list-style-type: none"> Ensure the house is left clean and tidy. 	
<ul style="list-style-type: none"> Tighten all taps. 	
<ul style="list-style-type: none"> Check gas, electric switches and lights 	
<ul style="list-style-type: none"> Check water heating is turned off. 	
<ul style="list-style-type: none"> Lock doors and windows 	
<ul style="list-style-type: none"> Check nothing has been left behind; make a final check of cupboards and closets, gas, lights, windows. 	
<ul style="list-style-type: none"> House Keys are surrendered. 	

CARRY WITH ME CHECKLIST	✓
<ul style="list-style-type: none"> • Removals Company representative contact details at destination. Any documents pertaining to the transportation of your household goods. 	
<ul style="list-style-type: none"> • Any tickets required for travel to the new destination e.g. Ferry 	
<ul style="list-style-type: none"> • Medicines, medical records & prescriptions 	
<ul style="list-style-type: none"> • Any personal records, MV ownership, insurance policies, any other important documentation 	
<ul style="list-style-type: none"> • Valuables, jewellery, small items of extreme value. 	
<ul style="list-style-type: none"> • Children's' school records 	
<ul style="list-style-type: none"> • Basic toiletries, change of clothes etc. 	
<ul style="list-style-type: none"> • 	
<ul style="list-style-type: none"> • 	
<ul style="list-style-type: none"> • 	