



2024 Appointment Transition Policies

These policies are provided by the Cabinet to assist in the maintenance of consistent, uniform and fair expectations for all the churches and clergy of the Rio Texas Conference who are experiencing a move this year. We hope they are helpful and clear. This policy and the forms and resources mentioned are available online at www.riotexas.org/newappointment; we encourage you to consult that page as you move through this transitional period. If you have any questions, please contact your District Superintendent.

1. Summary of Several Important Dates:

Last Sunday for departing pastor	June 23, 2024
Moving day	June 26, 2024
Please make local arrangements for June 30 - Sunday	June 30, 2024
First Sunday of new pastor	July 7, 2024
Compensation of new pastor starts	July 1, 2024

- THE RIGHT START** – All clergy receiving new pastoral appointments are required to attend "The Right Start," an event specifically designed to aid clergy as they complete ministry in their current setting and prepare to begin service in a new congregation. The Right Start is scheduled for **Tuesday/Wednesday, May 14-15, 2024**. Clergy can register and find more information at www.riotexas.org/rightstart.
- FIRST SUNDAY** – **July 7 will be the first Sunday in the new appointment.** Other than the introductory meeting, the new pastor is not to be in the receiving church prior to moving day unless invited by the current pastor.
- MOVING DAY** – The official moving day is **Wednesday, June 26**. The departing clergy person is to vacate the parsonage by noon on this day. However, it is recommended that clergy and pastoral families move out of the parsonage two days prior to the official moving date, if not before. The sending church would pay for two nights in a hotel. This practice gives the sending church time to do any repair work, painting, etc. in the parsonage before the new pastor moves in.
- PARSONAGE** – The departing pastor shall leave the parsonage clean and in good order. Before leaving, the pastor shall conduct a walk-through of the parsonage with the chairpersons of the Board of Trustees and the Pastor-Parish Relations Committee. If there has been misuse or abuse beyond normal wear and tear, arrangements are to be made for repair at the departing pastor's expense. The district superintendent is to be informed of the situation as soon as possible.

The new pastor and chairpersons of the Board of Trustees and the Pastor-Parish Relations Committee are also to have a walk-through of the parsonage as soon as practical after arrival. Written notes on the condition of the parsonage are to be shared with both the parsonage committee and new pastor.

6. **MOVING EXPENSE** – This is the responsibility of the Conference to the limits of the moving policy. **Pastors should contact Monica Moore in the conference office (210.408.4519 or monicam@riotexas.org) for information and instructions.**
7. **COMPENSATION** – Compensation is the sending church's responsibility to the moving pastor through June 30. Moving pastors and sending church treasurers should arrange to reimburse under the Accountable Reimbursement Plan (ARP) any professional expenses incurred by the moving date of June 26. The total expended from the ARP or any discretionary fund for moving pastors should be no more than ½ of the annual budget amount.

A new compensation form should be filled out and signed by the pastor and the chair of the pastor parish committee at the introductory meeting. Although not the norm, any changes to the bottom-line compensation requires a duly called charge conference by the DS. **The revised form is to be filed with the DS no later than June 1.**

8. **HEALTHFLEX** – July HealthFlex insurance premiums should be paid by the receiving church. If dependent coverage is paid for by the pastor (full time appointments), it should be withheld from the July compensation by the receiving church. Contact Isabel Munoz (210.408.4526 or imunoz@riotexas.org) at the conference office for eligibility changes such as adding or terminating dependents from the plan. Any qualifying change requires a HealthFlex Enrollment/Change Form under applicable policies and must be received by **June 15 (Isabel Munoz).**
9. **HEALTHFLEX REIMBURSEMENT ACCOUNTS** – A change in appointment may qualify clergy to make changes to a Health Savings Account (HSA) or FSA Flexible Savings Account. Contact Isabel Munoz (210.408.4526 or imunoz@riotexas.org) at the conference office. Any qualifying change requires a HealthFlex Enrollment/Change Form under applicable policies and must be received by **June 15 (Isabel Munoz).**
10. **PERSONAL INVESTMENT PLAN (UMPIP) DEDUCTIONS** – Any change in appointment ends the previously signed salary reduction agreement. A new salary reduction agreement/UMPIP Change Form must be signed in order to continue UMPIP contributions; this form must be received by **June 15.** Contact Isabel Munoz (210.408.4526 or imunoz@riotexas.org) at the conference office.
11. **BENEFIT SEMINAR FOR FIRST TIME APPOINTEES** – All clergy taking their first appointment in the Rio Texas Conference or moving from a part-time appointment to a full-time appointment are **required to attend this Benefit Seminar on Wednesday, May 15, at the conclusion of Right Start.** Invitations will be sent directly to eligible clergy.
12. **FIXING OF APPOINTMENTS** – Appointments for the 2024-2025 conference year will be fixed during the 2024 annual conference.
13. **RETIRING PASTORS** are paid through June by their local church. Their retirement benefit becomes effective July 1.