

Responsibilities of a District Moving Coordinator:

1. Receive master move schedule from the Conference Move Coordinator (April time frame). You are only responsible for pastors moving within or out of your district.
2. Call pastor being moved and notify them of the move date listed on the master schedule. Communicate selected information about the move (you'll be trained on this).
3. Call the moving company listed on the master schedule to schedule the move
4. Send conference moving forms to the pastor being moved (you'll be trained on this)
5. Receive back specific forms that need to be signed by the pastor
6. Respond to any issues that arise with the move, receiving assistance from the conference move coordinator as needed
7. Forward the Move Authorization Letter to BWC/Accounts Payable so the moving company can receive payment by the BWC for the move

The Conference Move Coordinator is responsive to providing whatever assistance is needed.