

Clergy Housing Handbook *Parsonages*

*Modified from the General Commission on the Status and Role of Women
for the Yellowstone Annual Conference.*

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Yellowstone Annual Conference of
The United Methodist Church

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I. Introduction

a. Background and overview

Since the early days of Methodism, churches have provided a home for their appointed ministers. Traditionally, it has been a parsonage – a house adjacent or near the church, owned and maintained by the church, and furnished for the term of the appointment as part of the clergy compensation package.

From the Florida Conference Cabinet 2005 study “Parsonage or Housing Allowance?”

“The itinerant system remains today as central to Methodism as it was in the days of the circuit riders. Nowadays, alongside itinerancy, the Church also expects clergy to become resident pastors and active members of the community in which they serve. With the practice of itinerancy and the expectation of residency United Methodist congregations are expected to provide flexible and appropriate housing for appointed clergy and their families. In order to meet these needs, to care for clergy and their families, and to call men and women to a dedicated ministry, congregations must provide reasonable living conditions either through a parsonage or a housing allowance.

“It is the privilege and responsibility of the members of the congregation to make every effort to provide the physical setting which will give the pastor and his or her family sufficient comfort and convenience so that the energies of the pastor may be more concentrated on their [sic] task and willing service in the Church of God.”

Historically perceived advantages for the clergy included:

- » A comfortable residence without the distractions of housing and utility expense, and property maintenance;
- » Close proximity to the workplace, allowing for family time and an economical lunch at home as well as a short, efficient walk to work rather than a time-consuming commute;
- » The possibility of living in a nicer home and better neighborhood than might otherwise be affordable; and
- » The freedom to relocate to the next church without the burden of selling the present property and searching for a home in the new location which, depending on the particular house, the duration of the appointment, and the present market conditions, may create financial loss and poor stewardship.

Among the advantages for the church, while not specifically addressed in these guidelines, are the comparatively lower cost of owning and maintaining a sound, well constructed parsonage than paying a housing allowance; and greater freedom to remove clergy from an unworkable clergy-congregation relationship if the clergy have not invested in local property. However, for some clergy and churches, these benefits are now considered mixed blessings. From a clergy standpoint, relying on, and waiting for, the church to make needed repairs and upgrades to the parsonage can create a “renter” feeling in the family, at best, and feelings of resentment when there is not a shared value on parsonage furnishings and maintenance. In addition, close proximity to the church building can put the entire family experience on display, blur the boundary between ministry/work and family time, and reduce the clergy family’s integration in the community at large. The one-size-fits-all parsonage may be more than, or less than, what a clergy family needs. And lack of home ownership translates directly to lack

of investment equity for retirement, the pros and cons of which, regardless of any theological implications, might well be considered from an investment standpoint. From a church standpoint, committing capital, budgeting for ongoing, routine expenses, and utilizing lay leadership to own and maintain an aging parsonage may negatively impact the church. It is also noteworthy that churches are not exempt federal regulations regarding indoor air quality and hazardous materials (such as asbestos, lead-based paint, and mold), and the Americans With Disabilities Act (www.ada.gov), all of which add to the cost of maintaining a parsonage.

There is no one formula that simplifies these considerations for clergy and churches. Although United Methodist Church studies suggest that the present trend is toward supplying a housing allowance, there are many situations in which the parsonage accommodation is more appropriate.

Concerned churches are directed to the additional document on the Clergy Spouse and Families page: Florida "Parsonage or Housing Allowance" paper as a starting point for further reflection. These guidelines focus on parsonages and parsonage life.

For a church that does not provide a parsonage, the church is required to provide an adequate housing allowance that enables the pastor to purchase or rent a house that would meet Parsonage Standards.

b. Goals of these guidelines

These guidelines seek to promote through these recommendations normative standards for parsonage living throughout the Yellowstone Annual Conference.

For the purpose of these guidelines, the following two groups will be defined as:

- » **Parsonage Committee** – Primary group within the church designated to oversee maintenance and improvements to the Parsonage. Schedules and conducts inspections. Reports to the Staff-Parish Relations Committee or Pastor-Parish Relations Committee. Maintains Parsonage Record Book. Membership includes representatives from Staff-Parish, Trustees, and Finance, as well as the pastor and spouse, and at least 3 lay members.
- » **Trustees** – Responsible for conducting work on the parsonage, whether the work is done by themselves, by volunteer church work crews, or by licensed, certified, or otherwise professional laborers contracted to do work for the church. May function under the supervision of the Council on Ministries, Administrative Board, or other governing body of the local church.

II. Parsonage Standards

The chairperson of the board of trustees or the chairperson of the parsonage committee, if one exists, the chairperson of the committee on pastor-parish relations and the pastor shall make an annual review of the church-owned parsonage to ensure proper maintenance.

The 2012 Book of Discipline, ¶2532.4

a. Parsonage Standards: General requirements and good sense

House shall meet all local building, health, and safety codes.

Equipment shall be good quality, dependable, and replaced with energy efficient models when it's time.

Electrical wiring shall meet code (200 amp minimum grounded, with circuit breaker), sufficient for today's electrical needs without overloading any one outlet and risking fire, including GFI outlets in all bathrooms, kitchen, and laundry areas. All installations and upgrades to be performed by licensed electrician.

Railings shall be installed on all indoor and outdoor stairways, and around any porch more than 30 inches from the ground.

Entry door shall have a window or device by which a caller may be observed before door is opened.

Locks shall be installed on all exterior doors and windows to reasonably prevent home invasion. Exterior doors shall be solid core, with deadbolts.

There shall be at least one egress window in any basement area used as a bedroom (each bedroom must have an individual egress window).

b. Parsonage Standards: Rooms and sizes

- » Living room or greatroom
- » Dining room or eating area large enough for 8 or more people
- » 3 bedrooms, each with a closet or armoire
- » Kitchen
- » Bathrooms, indoor: Acceptable 1.5, better 2, with available storage in or nearby for linens and supplies; 1 on main living level
- » Indoor laundry area
- » Shelter for 2 vehicles
- » Secure, dry storage area

	Minimum square feet	Good	Excellent
Living room	240	280	320
Bedrooms	120	150	210
Dining room	120	150	210
Family room/den	224	255	320
Kitchen	90	140	180
Office/study	80	96	120
Bathrooms	35	50	60

c. Parsonage Standards: Equipment

- » Climate control: central heating and air conditioning as necessary for region
- » Stove with oven (at least standard size)
- » Sink and reasonable counter workspace
- » Exhaust fan in each bathroom, per building code
- » Refrigerator with freezer compartment (at least standard size)
- » Automatic washing machine and dryer
- » Hot water heater, 40 gallons or more (or tank-less equivalent)
- » Combination storm windows and screens
- » Whole house fan, window fans, and/or power fan, if needed
- » Fire escape ladder or other provision for upstairs bedrooms
- » Basic cable or satellite service paid by church
- » Maintained smoke alarms throughout house, carbon monoxide alarm
- » Current fire extinguishers for kitchen and other required areas. TESTED ANNUALLY, replaced as necessary
- » Vacuum for rugs, carpets, upholstery, drapes
- » If there is no lawn service: gas mower, trimmer or weed eater, rake, shovel, hedge trimmer if needed, garden hoses and sprinklers. If there is more than 300 square feet of sidewalk or driveway, a snow blower will be provided if pastor/family is responsible for snow removal. If yard is larger than 10,000 square feet a riding/tractor lawn mower will be provided.
- » Water conditioner if needed
- » Sump pump with battery backup, shutters, lightning rod, special roofing, etc. as needed. See “Recommended”
- » Backup generator in areas with frequent, prolonged power outages
- » Annual inspection needed to ensure waterproofing integrity tightness
- » Telephone service with private line. Consider maintaining account in church’s name
- » Basic internet service provided
- » Any local library membership fees paid by church
- » Dehumidifier in the basement and/or other high humidity areas
- » Outdoor lighting, preferably with motion sensor
- » At least one, preferably 2, outdoor water spigots, one in front, one in the rear of the house
- » Doorbell at the main entrance

d. Parsonage Standards: Maintenance and services

The church shall authorize and conduct a baseline evaluation of property, house and grounds. Every 10 years the parsonage shall be inspected by a licensed home inspector. The church is responsible for all inspection costs.

Regular inspections (annual in some cases, other periodic inspections to be specified and conducted as recommended by the Parsonage Committee and/or the District Clergy Housing Subcommittee) will vary by region and parsonage age. All results, reports, and correction records are to be stored in the Parsonage Record Book. The church pays for all annual and periodic inspections and maintenance. (See “Checklists” on website.)

- » Radon gas
- » Condition of any exposed asbestos insulation and siding
- » Formaldehyde foam insulation and paneling
- » Condition of exposed, un-encapsulated lead-based paint
- » Fungus, mildew, molds

- » Water quality. Municipal supply should be free of organic and synthetic pollutants; testing for nitrates, bacteria, and other toxins should be conducted annually on well water. Some sort of water purification system, whether whole house or individual faucets shall be provided as deemed necessary by church and clergy; bottled water shall be provided as necessary
- » Environmental setting, especially if the parsonage is near an old industrial complex, any disposal area, or chemical plant. The local health department should be contacted to obtain educational information, and the results of the baseline and periodic setting inspections by a certified environmental inspector/service provider be kept in the Parsonage Record Book
- » Periodic pest control inspection and treatment to ensure the foundation walls, attic eaves, soffit areas shall be secure to keep out rats, mice, bats, birds, squirrels. Will vary by region and season
- » Periodic inspection and treatment for termites and other insects. Will vary by region and season.
- » Biennial inspection of duct work, cleaning as needed
- » Landscaping should be representative of the neighborhood and included in the annual parsonage inspection
- » Church is responsible for any large, permanent plantings such as trees and shrubs, including major pruning and/or replacement
- » Regular schedule for inside painting, outside painting/tuck pointing
- » Annual hardscape inspection and repairs as needed
- » Annual carpet cleaning
- » Annual fireplace and chimney inspection and cleaning, if they exist
- » Weekly trash collection
- » Annual air conditioner, furnace, and wiring inspection by licensed contractor
- » Replacement insurance coverage for church property, including liability and vandalism provided by church

Recommendation: Like many standard rental procedures and agreements between landlords and renters in communities across the United States, churches may wish to require proof of such renter's insurance to cover the pastor's personal property, including library collection, or a signed waiver of responsibility in case of damage or loss to personal property.

Recommendation: Prayerful and practical consideration should be given to the budget amount set aside for routine parsonage maintenance and for large, predictable expenses for replacement mechanicals and roof. A starting point for consideration may be to two- to two and one-half percent of the replacement value of the parsonage to be set aside annually in an accruing, interest-bearing account.

e. Parsonage Standards: Utilities

Utility costs call for shared stewardship of pastor and parish. For the church's part, every good faith effort should be made to keep costs down with energy efficient installations and upgrades. For the pastor's part, keeping consumption within reasonable expectations, given the age, stage, and number of family members living in the parsonage in any given year, should be a daily act of stewardship.

Demonstrating a shared goal of energy efficiency and frugal consumption benefits the family, church, community, and environment.

The local church or churches in a charge are responsible for paying all basic utilities: gas, electric, or fuel oil expenses to heat and cool the parsonage, fuel for a fireplace or woodburning stove when used as primary or supplemental heating; gas or electricity for cooking, water, trash collection and recycling, basic cable TV or satellite dish signal, telephone. Premium services, such as expanded cable, cell phone and

service package, long-distance land line charges, are the responsibility of the Pastor. In all cases except the pastor's personal cell phone, the name on the account is the church and the treasurer is responsible for paying the bills on time.

f. Parsonage Standards: Pets

The pastor is entirely responsible for all damages caused by pets inside the home, and the yard. This includes flooring replacement (including sub-flooring), and yard/turf repair.

Non-compliance with the above responsibilities/agreements by the pastor and/or family may result in the church billing the pastor for costs and repairs and/or services. If not satisfactorily resolved, disciplinary charges should result.

g. Parsonage Standards: Modifications to the property

The pastor or spouse may choose to make small repairs to the Parsonage, in consultation with the appropriate church committee, but shall not be required to do so.

Changes to the existing parsonage structure and property, such as playgrounds, gardens, flowerbeds, fencing, decks, sheds, shelves, of a permanent or temporary nature designed to enhance the livability for the parsonage family including children, pets, and persons with handicapping conditions or unique situations shall be negotiated between the pastor, Parsonage Committee, Staff-Parish Relations Committee, and Trustees.

h. Parsonage Standards: In-home businesses

At no time may anyone residing in the church parsonage conduct a for-profit business that will compromise the tax-free status of church-owned property. Any questions about such businesses should be referred to the District Superintendent or conference treasurer or chancellor before establishing the business.

i. Recommended (not required) Parsonage Standards:

In addition to the list of required Parsonage Standards, the following is to be considered favorably when possible.

- » 4 bedrooms
- » Family room
- » S t u d y
- » Garbage disposal
- » Stand-alone deep freezer
- » At least one walk-in shower and one tub
- » B a s i c cable or satellite service paid by church
- » Permanent, maintained weather proofing in regions where extreme weather is expected, such as severe lightning (need rod), flooding (sump pump), power outages (need backup generator), or extreme snow (appropriate roofing, etc.) Needs and precautions will vary by region
- » S a f e storage areas for paints, gasoline, or other flammables
- » Bins for recycling and any additional garbage collection for recycled materials. Lawn

waste stickers will be supplied by church as needed. Available and required municipal services will vary.

- » Irrigation system for the yard, as practical
- » Monitored security system that ensures the security of the entire house, to be determined in consultation with pastor's family
- » Floor lamps in homes without overhead lighting
- » At time of window replacement, purchase high efficiency windows with insulating thermal pane
- » Increase insulation in walls and ceilings to maximize energy efficiency. Consider at time of roof replacement and any remodeling projects that affect insulated walls

Parsonage Furnishings Summary

Used furniture and equipment donated to the church shall not be placed in the parsonage except by request of the clergy family. In that case, it shall remain the property of the church.

New furniture and equipment donated to the church for use in the parsonage must meet all specifications set forth by the Parsonage Standards and Parsonage Committee should be clearly designated as items to become part of the parsonage furnishings owned by the church OR designated as personal gifts to the pastor's family. Photos of these items should be kept with the Parsonage Record Book.

Church owned and maintained furnishings include:

- » Quality window coverings in neutral colors that ensure privacy and increase energy efficiency of home
- » Quality floor coverings in neutral colors that are durable and easily maintained
- » Medicine cabinet in bathroom
- » Any furniture remaining in the Parsonage until the full phase-in of pastor-owned furniture

When furnishings are to be replaced, all church-owned window coverings, rugs and carpets, and upholstered furniture, purchases shall be replaced with new items in neutral colors and fabrics, in styles that will coordinate easily with the clergy's own items, and will not quickly become outdated (not trendy or faddish.)

III. Parsonage maintenance, a shared responsibility

The parsonage is the pastor's home, the church's investment, and a visible example of church stewardship in the community. Therefore, it is in everyone's interest to maintain the parsonage with the utmost care. Best practices include periodic inspections and ongoing maintenance by the church, and an attitude of cleanliness and respect for house, lawn and garden by the pastor.

a. Upkeep, records, and inspections

Basic property upkeep is the sole responsibility of the pastor. This includes all routine interior and exterior cleaning that can be done without outside help (excluding, for example, dry cleaning window treatments), keeping the grounds neat, mowed, and trimmed, shoveling snow, refraining from smoking indoors, and repairing at the pastor's expense any damage to the property or furnishings created by the pastor, family, or pets (excluding normal wear and tear).

All property improvements, large repairs, equipment replacement, and periodic cleaning of the parsonage, including furniture and furnishings, is the responsibility of the church.

Examples include roof and gutter work, heating and cooling equipment repairs, buffing hardwood floors, replacing worn or worn out furniture, lamps, appliances; window washing, etc. When possible, service can be provided by church members; otherwise, services should be contracted and performed by outside providers at times that do not incur special overtime or holiday fees and are convenient for the pastor's schedule.

b. Parsonage Committee

One duty of the church's Pastor-Parish/Staff-Parish Relations Committee (*The 2012 Book of Discipline*, ¶ 258.2) and the Board of Trustees (*Discipline* ¶¶ 2524-2532) is to ensure that the parsonage is optimally maintained for the pastors who live there and for the church who owns it. Membership and leadership of the Parsonage Committee should rotate, as does membership in other church committees and boards, and includes, but is not limited to:

- » The pastor and pastor's spouse
- » Member of the Finance Committee
- » Member of the Trustees
- » Three members who have a special knowledge and experience of buildings and construction, including representative carpenters, contractors, architects, etc. for both the building and the mechanical equipment. Other member profiles might include interior design and landscaping.

From time to time, members of the congregation may be invited to serve for a special one- to two-year term to work on a special project, such as when the need for a new roof or new heating-ventilation-air conditioning (HVAC) system will be needed in the coming year.

This person will work with the committee to identify the scope of work, obtain and evaluate proposals and bids, and help oversee the work to completion. Note, while church members can be invaluable in this way and can consider it part of their stewardship of time and talent, the church should not expect that a member with, for example, a roofing business, will contribute anything more than project administration and supervision. This could create a conflict of interest with the member's liability insurance, business partners, and more.

c. Parsonage Record Book

All records about the parsonage, including but not limited to completed inspection forms and one blank (original) copy of the current inspection forms, relevant photos, details of parsonage improvements, repairs, purchases, specifications, vendors and proposals, paint colors and samples, etc., but excluding light bulbs and other routine small purchases, will be maintained and kept up to date in the Parsonage Record Book. This book will be stored in an office in the church building. Keeping the Parsonage Record Book up to date and complete is the responsibility of the Parsonage Committee and will be reviewed at least once per year by the Trustees.

Important and helpful items to be included:

- » An up-to-date inventory of all parsonage furnishings including, if possible, the date purchased, cost, present condition, and a projected replacement time
- » For each appliance: operating instructions or manuals, repair instructions, service personnel to call and which, if any, Parsonage Committee member to call
- » Where to find: turn-off valve for gas, turn-off valves for outside and inside water; meters, fuse or switch boxes, circuit breakers, and main switch, all properly labeled
- » S i z e and change intervals for heating and cooling filters
- » Various permanent plants which are seasonal
- » Any unusual appliances, equipment, or household features, such as drop-down attic ladder through bedroom closet
- » Sprinkler system instructions
- » Sewer clean outs, septic tank cleaning
- » Numbers to call in emergencies: police, fire, ambulance, insurance company, church representatives, etc.
- » Basic information for cleaning carpets and draperies. The local church is responsible for this cleaning.
- » Photographs of the property, inside and out, updated periodically as appropriate

d. Inspection schedule and sample forms

To facilitate timely maintenance, a brief walk-through parsonage review should be conducted by the Parsonage Committee every six months in the first year of a new appointment, then once each year following. A thorough inspection shall be conducted 30 days before a pastor leaves a charge, then a shorter follow-up walkthrough after everything has been moved out. These inspections are to be written, signed, and kept with the Parsonage Record Book.

Because housing and acreage standards vary across the conference, the following inspection forms could be considered reference points for your own inspections.

» **Complete Property Description**

This is done once and updated every 10 years unless there are significant changes, such as new roof, a new addition, Americans With Disabilities Act modifications, garage replaced, basement waterproofing, etc. In that case, it is to be updated at the time of the work completion. It is recommended that these decennial inspections be conducted by a paid professional home inspector outside of the church.

» **Move-in Form**

» **6-month Walk-through**

» **12-month Annual Review and Report**

» **"Checklist When Vacating a Parsonage" and Parsonage Accountability Review**

» **Parsonage Agreement Form**

e. **Helpful boundaries: early assessment, orderly remediation of problems**

Process to remedy neglect of the parsonage by the pastor

- » Pastor and parish do a walkthrough inspection of the parsonage before the pastor moves in, and together sign a care, conduct, and maintenance parsonage agreement.
- » At six months, the pastor fills out a 6-month inspection form indicating what, if any, attention is needed by the church; the Parsonage Committee inspects the parsonage for evident lack of care and/or damage. If, at that time, a security deposit is warranted, it shall be collected and escrowed in a parsonage account by the SPRC/PPRC, and the District Superintendent will be notified in writing.
- » At twelve months, the annual parsonage inspection is conducted. If necessary, another inspection is scheduled for eighteen months. The security deposit is retained in any case. Inspections would follow annually thereafter.

The amount of this deposit should be determined by the local church, in the range of up to \$500 for cleaning to up to \$3,000 for damages. When the pastor leaves the charge, the church will spend as much as necessary to clean and/or correct damages outside of normal daily use by the pastor and notify the District Superintendent of the remaining balance of principal and interest that can be returned to the pastor. If at any time the deposit is depleted, the church may withhold the final paycheck to clean and repair damage, as per the Parsonage Agreement signed at the beginning of the appointment. The pastor continues to be responsible to pay for any remaining costs for damages caused by them or their families even if it is in excess of the deposit and/or final pay check.

A photographic record shall be made of damages discovered during the final moving out inspection and determined to be the responsibility of the clergyperson. This photograph shall be filed with the local church trustees who will submit a bid for the necessary repair work. A copy of this bid will be forwarded to both the pastor and the district superintendent in whose district the parsonage is located. The chairperson of the church trustees will notify the district superintendent when these repair costs have been paid in full either with the security deposit or withholdings from the final paycheck.

The District Superintendent will be the final arbiter in any disputes between clergypersons and local church Parsonage Committees and Trustees concerning the cleanliness and condition of the parsonage. If a pastor displays a history of damaging parsonages, they should not be allowed to reside in one.

If, conversely, after three years there is no more need for the security deposit, the principal and interest may be returned to the pastor. There will be no administration fee collected from any church for holding or distributing this fund.

If the pastor does not pay the security deposit, or there are any other ongoing problems with the way the parsonage is used, the District Superintendent may be asked to intervene.

Process to remedy neglect of the parsonage by the church

If at the six- and twelve- month reviews there are patterns of inattention to maintenance issues by the local church, the pastor will submit the Request for Parsonage Care form to the District Superintendent who will rectify the problems directly with the church Board of Trustees and Staff-Parish Relations Committee.

This will be an indication to both the DS and the SPRC that additional attention is needed to provide satisfactory housing for the pastor and establish an eighteen-month inspection. If by then there has been no solution, the District Superintendent will work directly with the local church in rectifying both the problems at the parsonage and overall parsonage management.

f. Proposed Lease Agreement

The pastor has an interest in the parsonage because it serves as a home. The congregation has an interest in the parsonage because they own it, and want to maintain a comfortable home for the present and future pastors. Resolving issues regarding the parsonage can make the pastor and/or leaders in the congregation feel uncomfortable. It is difficult for any authority within the United Methodist Church to hold a pastor or congregation responsible for the care and use of a parsonage. Extreme circumstances can arise in which serious damage to a parsonage has been inflicted by a pastor, and they refuse to pay damages. A pastor refuses to move out of a parsonage. A parsonage does not meet standards that would be required of any other rental home. A parsonage is unsafe or hazardous to occupy. It is for these reasons that it is recommended that each congregation housing a pastor in a parsonage enter a legal landlord/tenant contract enforceable by the laws of the appropriate state. This lease agreement will replace section III. e once it is adopted into the Yellowstone Annual Conference rules that the pastor and congregation will enter into a standardized lease agreement. This provides both the pastor and congregation with clear legal rights should a conflict arise. It is worth noting that many private and government organizations provide housing for the use of employees, and require legal agreements for the use of those homes.

IV. Additional Resources & Information

- » *Guidelines 2012-2016: Trustees*. Cokesbury. 1-800-672-1789. www.cokesbury.com
- » *Guidelines 2012-2016: Pastor-Parish Relations*. Cokesbury. 1-800-672-1789. www.cokesbury.com
- » Americans With Disabilities Act -- www.ada.gov
- » "Guidelines for Pastoral Transitions". Prepared for the Virginia Conference of The United Methodist Church. Published by the Leadership Development Institute, Board of Laity. <http://vaumc.org/NCFileRepository/Cabinet/Guidelines%20for%20Pastoral%20Transitions.pdf>
- » *Healthy Disclosure: Solving Communication Quandaries in Congregations*, by Kibbie Simmons Ruth and Karen A. McClintock. Alban Institute, © 2007. ISBN: 978-1-56699-346-3.
- » "Starting Again with a New Church." Prepared for the North Georgia Annual Conference of The United Methodist Church. http://northgaumc.s3.amazonaws.com/E60FD5FDE42B4EF6AE7A6AC62333E208_Move%20Pack%20-%20Starting%20Again%20-%20Clergy%20-%20NEW.pdf
- » United Methodist Judicial Council Decisions -- search related to "housing" and "parsonages". Note in particular: While it is noted that housing is not a matter of right (See Judicial Council Decision 562), it is also noted that there is nothing in *The Book of Discipline* which would prevent a pastor that does not need housing from negotiating for more compensation (Judicial Council Decisions 547 and 562).

V. Required Forms

Parsonage Agreement 10-Year

Inspection Form

Annual Parsonage Review Report

Checklist When Vacating a Parsonage: Pastor House Checklist

Move-In Form: Pastor

Six-Month Parsonage Inspection Form

Parsonage Agreement

The pastor and family shall be entitled to the use of the premises for their own peaceful enjoyment and beneficial use. They may not keep anything on the premises which will affect the validity of standard fire insurance policies; violate a building, zoning or health code of the community; engage in or sponsor any activity illegal by local, state, or federal laws or inappropriate by the United Methodist Church Social Principles; or engage in any income-producing activity which would compromise the tax-free status of the church. The property shall also not be used in any manner which tends to interfere with the peaceful possession of adjoining premises by other tenants.

Persons occupying the premises shall keep them in a clean and habitable condition. They are not liable for repairs or damages caused by normal wear and tear or negligence of the owning congregation. They are liable for damage and repairs thereof resulting from their or any guest's intentional or negligent conduct. No addition, alteration, improvement or redecoration shall be undertaken in the parsonage without prior agreement of the [Board of Trustees or Staff-Parish/Pastor-Parish Relations Committee] of the owning congregation. Occupants who keep any animal(s) within or outside of the parsonage are responsible for woodwork or drapery repair, carpet cleaning by a professional cleaner, carpet replacement if necessary and any landscaping damage resulting from the pet animal(s).

The owning congregation is responsible for property maintenance and improvements; will make good faith efforts to improve energy efficiency with each replacement roof, appliance, window, door and heating/ventilation/air conditioning unit and will set aside an amount of money each year in an accumulating account sufficient to anticipate and complete major, predictable parsonage repairs such as roof replacement and new heating/cooling equipment.

Members of the [Board of Trustees or Staff-Parish/Pastor-Parish Relations Committee] and the pastor shall together, within five days of the pastor moving in, inventory the premises. A detailed record of the premises, furnishings and equipment owned by the church, and furnishings and equipment owned by the incoming pastor, shall be completed in writing, submitted to the District Superintendent, and filed in the church's Parsonage Record Book. Duplicate copies shall be signed and retained by both parties.

At intervals specified by the Annual Conference but recommended to be at 6 months, 12 months, 18 months if necessary, annually thereafter, and a whole-house licensed professional inspection every 10 years, the [Board of Trustees or Staff-Parish/Pastor-Parish Committee] will inspect the parsonage.

At move-out time, both parties shall together re-inspect the parsonage and complete another inventory of furnishings and equipment. Normal wear and tear must be expected, but the last salary check shall not be distributed by the church treasurer until both parties are satisfied with the condition of the parsonage. A move-out inspection will be completed asap when a pastor is notified of a change in appointment, and the church may begin repairs immediately to prepare for the arrival of the new pastor.

Pastor's Name:

Date:

PPRC/SPRC/Trustee's Chairperson:

Date:

Representative's Address

Phone:

10 Year Inspection Form

EXTERIOR

Siding

Yes No

Type: brick stucco vinyl siding steel clapboard other

Condition/comments/description:

Date of last maintenance:

Describe the work done:

Windows and doors

Condition of windows:

Are the windows insulated glass? Yes No

Date windows installed:

Are they operable?

Yes No

Condition of any special art glass windows. When have any repairs been made?

Date art glass windows inspected:

Are there storm doors?

Yes No

Do doors seal well?

Yes No

Are there dead-bolt locks?

Yes No

Yes No

10 Year Inspection Form *continued (Sample)*

Roof

Type: asphalt fiberglass shingles tiles other

Condition of roof:

Year installed Date of last maintenance:

Describe the work done:

Condition of gutters, downspouts:

Condition of ridge vents, soffit vents:

Yard

Condition of lawn, trees, shrubs, etc.:

Condition of paved patio, walks, drive:

Condition of deck:

10 Year Inspection Form *continued (Sample)*

Does the church provide a lawn mower? Yes No

Does the church provide a snow blower? Yes No

Is there a sprinkler system? Yes No

Is there a storage shed for yard tools? Yes No

Does the ground slope away from the house? (Evidence of ponding in yard?)

Yes No

Garage

Age of garage to

Condition of garage inside and out:

Dimensions of garage: ' by ' (width by depth)

Number of stalls:

Is there an automatic door opener? Yes No

INTERIOR

Number of rooms:

Number of bedrooms:

Number of indoor bathrooms:

Living room

Dimensions: ' by ' (width by depth)

Type of floor covering: Year installed:

Walls: Papered Painted Year of most recent refresh, replace:

Describe window treatments:

Date curtains/drapes professionally cleaned:

10 Year Inspection Form *continued (Sample)*

Dining Room

Dimensions: ' by '(widthbydepth)

Type of floor covering: Year installed:

Walls: Papered Painted Year of most recent refresh, replace:

Describe window treatments:

Date curtains/drapes professionally cleaned:

Family Room

Dimensions: ' by '(widthbydepth)

Type of floor covering: Year installed:

Walls: Papered Painted Year of most recent refresh, replace:

Describe window treatments:

Date curtains/drapes professionally cleaned:

Kitchen

Dimensions: ' by '(widthbydepth)

Type of floor covering: Year installed:

Walls: Papered Painted Year of most recent refresh, replace:

Describe window treatments:

Date curtains/drapes professionally cleaned:

10 Year Inspection Form *continued (Sample)*

Utility Room

Dimensions: ' by '(widthbydepth)

Type of floor covering: Year installed:

Walls: Papered Painted Year of most recent refresh, replace:

Describe window treatments:

Date curtains/drapes professionally cleaned:

Bathroom 1

Dimensions: ' by '(widthbydepth)

Type of floor covering: Year installed:

Walls: Papered Painted Year of most recent refresh, replace:

Describe window treatments:

Date curtains/drapes professionally cleaned:

Bathroom 2

Dimensions: ' by '(widthbydepth)

Type of floor covering: Year installed:

Walls: Papered Painted Year of most recent refresh, replace:

Describe window treatments:

Date curtains/drapes professionally cleaned:

10 Year Inspection Form *continued (Sample)*

Bedroom 1

Dimensions: ' by '(widthbydepth)

Type of floor covering: Year installed:

Walls: Papered Painted Year of most recent refresh, replace:

Describe window treatments:

Date curtains/drapes professionally cleaned:

Bedroom 2

Dimensions: ' by '(widthbydepth)

Type of floor covering: Year installed:

Walls: Papered Painted Year of most recent refresh, replace:

Describe window treatments:

Date curtains/drapes professionally cleaned:

Bedroom 3

Dimensions: ' by '(widthbydepth)

Type of floor covering: Year installed:

Walls: Papered Painted Year of most recent refresh, replace:

Describe window treatments:

Date curtains/drapes professionally cleaned:

10 Year Inspection Form *continued (Sample)*

Additional Room

Dimensions: ' by '(widthbydepth)

Type of floor covering: Year installed:

Walls: Papered Painted Year of most recent refresh, replace:

Describe window treatments:

Date curtains/drapes professionally cleaned:

Office/Den

Dimensions: ' by '(widthbydepth)

Type of floor covering: Year installed:

Walls: Papered Painted Year of most recent refresh, replace:

Describe window treatments:

Date curtains/drapes professionally cleaned:

Basement

Describe basement:

Finished Space

Dimensions: ' by '(widthbydepth)

Condition:

10 Year Inspection Form *continued (Sample)*

Unfinished Space

Dimensions: ' by ' (width by depth)

Condition:

Does each basement bedroom have an egress (exit) window in addition to the stairway?

Yes No

Is there insulation on foundation walls? Yes No

Condition:

Is there insulation between floor joists? Yes No

Is there a crawl space? Yes No

Condition and date of last inspection. Yes No

Is there a vapor barrier and operable vents? Yes No

Any evidence of standing water in the crawl space?

Yes No

Attic

Describe attic:

Describe attic access and condition:

10 Year Inspection Form *continued (Sample)*

How much attic insulation?

Type?

Age?

Is there free space at the eaves for soffit ventilation?

Yes No

Is there evidence of moisture damage on the underside of the roof deck?

Yes No

Does light shine in through openings on the roof? *(Note, some visible outside light around the sides or floor provides for some extra ventilation. Light coming in from the roof indicates the potential for leaks and moisture damage.)*

Yes No

Does exhaust fan ductwork go directly to the outside?

Yes No

Equipment and Mechanicals

	Purchase date:	Condition:
Stove/oven	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Microwave oven	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Refrigerator/freezer	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Stand-alone freezer	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Clothes washer	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Clothes dryer	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Dishwasher	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Garbage disposal	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Water conditioner	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Air conditioning unit	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Air conditioner #tons	<input style="width: 100%;" type="text"/>	

10 Year Inspection Form *continued (Sample)*

Whole house fans

Heating Units

Furnace (Gas Electric Heat pump Geothermal)

Wood-corn-burning stove

Space heaters

Water heater

Size (gallons) Type Age

Location:

If not in basement, is there an intact drip pan underneath? Yes No

Dehumidifier

Humidifier

Sump pump

Backup generator

Lawn mower

Snow blower

Other

General Information

Year house built:

Has there ever been any damage due to wind, hail, fire, flood, sewer backup, sump pump failure, leaks or other natural disaster? Please describe:

What was done to mitigate the damage?

10 Year Inspection Form *continued (Sample)*

Mold

Note: Any moisture damage remaining 48 or more hours probably resulted in mold growth. Remediation regulations vary by state and jurisdiction. For the health of current and future parsonage inhabitants, all inspections and corrective measures should be undertaken by a professional trained in mold remediation. Baseline readings should be recorded and routine periodic inspections conducted more frequently following moisture damage.

Has there ever been /is there now evident mold in the house? Yes No

Describe:

If yes to above mold question, what was done to mitigate the damage? Yes No

Has the mold mitigation been documented by professional trained in mold remediation? Yes No

Radon

Has radon testing been conducted? Yes No

When?

Results?

Were levels within normal range for geographic area? Yes No

If yes to above radon question, what was done to reduce/eliminate the exposure?

Have corrective measures been conducted by a professional trained in radon remediation?

Asbestos

Any asbestos which crumbles when touched (such as pipe insulation), or is of a condition that particles can become airborne when air passes over them (such as boiler insulation), or will break up or chip when disturbed (such as asbestos-containing floor tiles or glues) create an unhealthy situation for parsonage inhabitants and workers. Asbestos is a federally regulated substance and may also be governed by state, county, city, and township laws. Assessment of its condition, any liability issues, health hazards, and regulations should be undertaken by a certified, and (depending on the state) licensed professional trained in asbestos management.

10 Year Inspection Form *continued (Sample)*

Such professionals should produce current certificates of insurance at the church's request prior to inspections or removals.

Has there ever been/is there now asbestos in/on the house? Yes No

Describe:

If yes to above exposed asbestos question, what was done to mitigate the damage?

Have corrective measures been undertaken by professionals trained in asbestos remediation? Yes No

Lead-based Paint

Note: Federal regulations and other jurisdiction laws govern lead-based paint in homes built before 1978. While considered less of an issue for older couples because lead-based paint particles are unlikely to become airborne unless ground into powder, sanded, or heated, it is particularly dangerous to children who are more likely to ingest peeling or cracked paint and metabolize this toxic substance very quickly. Therefore, it must be removed, encapsulated, or carefully monitored in place. Assessment of its condition, any liability issues, health hazards, and regulations should be undertaken by a certified, and (depending on the state) licensed professional trained in lead-based paint management. Such professionals should produce current certificates of insurance at the owner's request prior to inspections or removals.

Has there ever been /is there now lead-based paint in the house interior, exterior?
 Yes No

Describe:

Are the paint films intact, not chipped and/or peeling? Yes No

If yes to above lead-based paint question, what was done to mitigate the damage?

10 Year Inspection Form *continued (Sample)*

Note: removal not always necessary. Was encapsulation practical?

Describe current condition.

Have assessments and any corrective measures, including remodeling/redecorating been documented by a professional trained in lead-based paint management? Yes No

Electrical and Energy Efficiency

Has an energy audit been done? Yes No

Date: *Attach results.*

Number of storm doors:

Condition:

Number of storm windows:

Condition:

Type of heating:

Gas Electric Heat pump Geothermal Other

Is the heating/cooling system high efficiency? Yes No

Year heating/cooling system installed:

Year heating system professional inspected:

Year water heater: gas electric installed:

Year air conditioning: central window none other installed:

Year air conditioner professionally inspected:

10 Year Inspection Form *continued (Sample)*

Size of main electric panel. # Amps.: Breaker: panel fuses?

All outlets grounded (3-prong): Yes No

Are there Ground Fault Circuit Interruptor outlets in bathrooms, kitchens, laundry?
 Yes No

Safety

Are there smoke alarms in the amount and locations recommended by local health codes?
 Yes No

Are there fire extinguishers near all open-flame equipment?
(kitchens, furnace, fireplaces, etc.) Yes No

Is there a record of annual fire extinguisher inspection in the Parsonage Record Book?
 Yes No

Are there carbon monoxide detectors? Yes No

Is there an escape ladder or second stairway out of all bedrooms above the ground level?
 Yes No

Is there an egress (escape) window near any basement space used as a bedroom?
 Yes No

Is there a security light between detached garage and house? Yes No

Accessibility

Kim to specify level of specificity here based on input from Legal wrt ADA.

I believe all federal regulations apply, although a period of transition may be warranted. Kim to check.

Further question: what are the issues for a church when a clergy family needs permanent or semi-permanent changes to the house and grounds? In addition, what if these are for a growing child or youth with changing special needs? Consider developing an addendum that deals specifically with ADA in detail.

Maintenance Budget, Analysis

Is sufficient money set aside for routine maintenance and large, predictable repairs and replacements, including the roof and heating-cooling system? Is the percentage set aside annually appropriate by current standards for the area?

Does the church maintain replacement cost insurance for the property and file a waiver of claim for pastors who choose not to self-insure personal property?

Is the viability of maintaining a church parsonage vs. creating a housing allowance discussed by the Board of Trustees, SPRC/PPRC at least once every 4 years?

Is there a review of average utility expenses done each year to assess the parsonage energy efficiency? Is this tracking document filed in the Parsonage Record Book?

Annual Parsonage Review Report

Church Name:

Church Address:

City:

State:

Zip Code:

Church Phone:

Email:

Parsonage Address:

City:

State:

Zip Code:

Parsonage Phone:

Email:

Annual Conference:

Address:

City:

State:

Zip Code:

Phone:

Email:

Annual Parsonage Review Report *continued (Sample)*

1. The annual on-site inspection of the parsonage as directed by conference action and The Book of Discipline was completed on: _____
_____ (date)

2. Those present for the annual parsonage inspection were: (list all adults present)

3. What repairs or improvements have been completed so far this year?

4. What repairs or improvements have been requested or recommended by the parsonage resident(s)?

5. If the parsonage is for a pastor serving more than one church, does each congregation share in the maintenance and improvement expenses? Yes No

6. What amount has been set in next year's budget(s) or by other means for parsonage repairs, improvements, and long-range savings? \$

7. Does the parsonage meet conference requirements for "ministerial residences"?
 Yes No

If not, what areas need to be addressed to meet the standards?
(use additional sheets if necessary)

Pastor Date

Parsonage Committee Chair Date

Address Phone

Submitting this completed form to your District Superintendent completes the annual parsonage inspection.

Checklist When Vacating a Parsonage: Pastor

Church Name:

Church Address:

City:

State:

Zip Code:

Church Phone:

Email:

Parsonage Address:

City:

State:

Zip Code:

Parsonage Phone:

Email:

Annual Conference:

Address:

City:

State:

Zip Code:

Phone:

Email:

Please complete this form prior to the final walkthrough with the Parsonage Committee Chairperson.

Checklist When Vacating a Parsonage: Pastor *continued (Sample)*

1. I have conferred with the [SPRC/PPRC/Board of Trustees] about the following things which need attention:

2. For my part, I have completed the following items in preparation to vacate the parsonage:

- A. Dust around ceiling, corners, door moldings, window sills and ceiling fans.
- B. Wash all light globes in ceiling fans, ceiling lights, and lamps.
- C. Clean all baseboards, moving furniture from walls.
- D. Wipe out all drawers, cabinets, shelves, and counters.
- E. Clean mirrors.
- F. Dust and polish all furniture.
- G. Clean lightswitchplates.
- H. Wipe down all walls in bathrooms and kitchens.
- I. Clean floors. Vacuum if carpets are not being cleaned until later.
- J. Polish/"liquid gold" all woodwork.
- K. Wash painted-wood cabinets.
- L. Clean garage and storage buildings of parsonage property.
- M. Remove all trash and other recyclable/disposable items.
- N. Cleanfireplace area.

Pastor

Date

Parsonage Committee Chair

Date

Address

Phone

House Checklist

Room/Area	Clean and in good working order		House Checklist Explain in detail any actions needed to bring item up to working order	Party Responsible for Resolution		Follow Up Date
	Yes	No		Church	Pastor	
Kitchen						
Cabinet Doors	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	__/__/__
Counter Top	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	__/__/__
Dishwasher	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	__/__/__
Drain and Garbage Disposal	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	__/__/__
Electrical Outlets	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	__/__/__
Floor	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	__/__/__
Windows and Screens	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	__/__/__
Window Coverings, Rods	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	__/__/__
Hood Fan and Light	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	__/__/__
Light Fixtures	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	__/__/__
Microwave	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	__/__/__
Refrigerator	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	__/__/__
Shelves and Drawers	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	__/__/__
Sink and Faucets	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	__/__/__
Stove:	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	__/__/__
Broiler Pan	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	__/__/__
Burners	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	__/__/__
Drip Pans	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	__/__/__
Drip Rings	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	__/__/__
Lights	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	__/__/__
Racks	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	__/__/__
Timers and Controls	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	__/__/__
Dining Room						
Doors	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	__/__/__
Electrical Outlets	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	__/__/__
Floor	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	__/__/__

Room/Area	Clean and in good working order		House Checklist Explain in detail any actions needed to bring item up to working order	Party Responsible for Resolution		Follow Up Date
	Yes	No		Church	Pastor	
	Light Fixtures	<input type="checkbox"/>		<input type="checkbox"/>		
Windows and Screens	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Window Coverings, Rods	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Walls	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Storage/Closets	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Livingroom						
Doors	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Electrical Outlets	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Floor	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Light Fixtures	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Windows and Screens	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Window Coverings, Rods	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Walls	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Storage/Closets	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Family Room	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Doors	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Electrical Outlets	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Floor	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Light Fixtures	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Windows and Screens	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Window Coverings, Rods	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Walls	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Storage/Closets	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Bedroom 1						
Doors	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Electrical Outlets	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Floor	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Light Fixtures	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___

Room/Area	Clean and in good working order		House Checklist Explain in detail any actions needed to bring item up to working order	Party Responsible for Resolution		Follow Up Date
	Yes	No		Church	Pastor	
	Windows and Screens	<input type="checkbox"/>		<input type="checkbox"/>		
Window Coverings, Rods	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Walls	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Storage/Closets	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Bedroom 2						
Doors	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Electrical Outlets	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Floor	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Light Fixtures	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Windows and Screens	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Window Coverings, Rods	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Walls	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Storage/Closets	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Bedroom 3						
Doors	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Electrical Outlets	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Floor	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Light Fixtures	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Windows and Screens	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Window Coverings, Rods	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Walls	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Storage/Closets	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Additional Room						
Doors	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Electrical Outlets	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Floor	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Light Fixtures	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Windows and Screens	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___

Room/Area	Clean and in good working order		House Checklist Explain in detail any actions needed to bring item up to working order	Party Responsible for Resolution		Follow Up Date
	Yes	No		Church	Pastor	
	Window Coverings, Rods	<input type="checkbox"/>		<input type="checkbox"/>		
Walls	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Storage/Closets	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Bathroom 1						
Basin	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Counter Tops	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Doors	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Drains: bath, shower, sink	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Electrical Outlets	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Faucets/Fixtures	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Floor	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Light Fixtures	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Mirror	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Shelves	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Toilet Bowl and Seat	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Towel Racks	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Tub and Shower	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Walls and Tile	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Windows and Screens	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Window Coverings, Rods	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Bathroom 2						
Basin	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Counter Tops	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Doors	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Drains: bath, shower, sink	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Electrical Outlets	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Faucets/Fixtures	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___

Room/Area	Clean and in good working order		House Checklist Explain in detail any actions needed to bring item up to working order	Party Responsible for Resolution		Follow Up Date
	Yes	No		Church	Pastor	
	Floor	<input type="checkbox"/>		<input type="checkbox"/>		
Light Fixtures	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Mirror	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Shelves	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Toilet Bowl and Seat	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Towel Racks	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Tub and Shower	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Walls and Tile	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Windows and Screens	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Window Coverings, Rods	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Basement						
Doors	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Electrical Outlets	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Floor	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Lights	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Windows and Screens	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Window Coverings, Rods	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Walls	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Halls, Stairways						
Electrical Outlets	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Floors	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Lights	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Walls	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Hand Rails	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Furnishings <i>This list will vary widely, depending on whether furnishings are still included.</i>						
Washer	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Dryer	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___

Room/Area	Clean and in good working order		House Checklist Explain in detail any actions needed to bring item up to working order	Party Responsible for Resolution		Follow Up Date
	Yes	No		Church	Pastor	
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Mechanical						
Air Conditioner/ Central Air	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Furnance/Heating Unit	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Water Heater	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Humidifier	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Fireplace/ Woodburning Stove	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Sump Pump	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Backup Generator	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Garage						
Overall Condition - Inside	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Overall Condition - Outside	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Electrical Outlets	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Garage Door(s) for Cars	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Side Door	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Garage Door Opener/ Remotes	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Lights	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Floor, Driveway, Approach	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Patio/Deck						
Clean	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Condition	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Electrical Outlets	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
Lights	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___/___

Room/Area	Clean and in good working order		House Checklist Explain in detail any actions needed to bring item up to working order	Party Responsible for Resolution		Follow Up Date
	Yes	No		Church	Pastor	
	Exterior					
Paint, Trim	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___
Windows, Doors	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___
Operable	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___
Weather Tight	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___
No Exposed Lead Paint	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___
Secure	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___
Landscaping	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___
Fence	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___
Other	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___
Other						
Locks	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___
Smoke, Radon, Carbon Monoxide Detectors	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___
Keys	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	___/___
Additional Comments						

Signatures

Pastor

Date

Parsonage Committee Chair

Date

Address

Phone

Date Parsonage Review Report Submitted

Move-In Form: Pastor

Church Name:

Church Address:

City:

State:

Zip Code:

Church Phone:

Email:

Parsonage Address:

City:

State:

Zip Code:

Parsonage Phone:

Email:

Annual Conference:

Address:

City:

State:

Zip Code:

Phone:

Email:

Pastor: Please send a copy of this completed form to the district superintendent within 5 days of moving in.

Move-In Form: Pastor *continued (Sample)*

1. I found the exterior surroundings in the following condition:

Excellent Satisfactory Poor

a. General Appearance

b. Driveway

c. Shrubbery and Trees

d. Lawn

e. Trash, Garbage

2. I found the overall condition of the parsonage in (condition)

3. Using a separate sheet if necessary, please comment on the inside cleanliness, furnishings, equipments of the parsonage:

a. Bathrooms

b. Kitchen

Move-In Form: Pastor *continued (Sample)*

c. General cleanliness of other areas. If unsatisfactory, please give specifics.

d. Is there reason to think that poor habits of general maintenance have been the case? If yes, please indicate reason(s) for this conclusion.

e. Are repairs needed that seem to be a result of unconcern? If yes, please indicate reason for this conclusion.

f. Have you requested work be done to make the parsonage "liveable"? What work is needed?

g. Do the windows, draperies, carpets, and appliances appear to be well maintained? If not, please explain.

h. Are there other helpful or corrective matters to report?

4. Has the PPRC/SPRC/Trustees complied with the Parsonage Guidelines? If not, please explain.

Pastor

Date

SPRC/PPRC/Trustee's Chairperson:

Date:

Note: Disputes will be addressed by the [District Superintendent or District Clergy Housing Subcommittee].

Six-Month Parsonage Inspection Form

Church Name:

Church Address:

City:

State:

Zip Code:

Church Phone:

Email:

Parsonage Address:

City:

State:

Zip Code:

Parsonage Phone:

Email:

Annual Conference:

Address:

City:

State:

Zip Code:

Phone:

Email:

Six-Month Parsonage Inspection Form *continued (Sample)*

Outside

Entry

Living Room

Dining Area

Kitchen

Halls and Stairways

Bedroom 1

Bedroom 2

Bedroom 3

Study

Family Room

Bathroom 1

Bathroom 2

Six-Month Parsonage Inspection Form *continued (Sample)*

Stove

Refrigerator

Keys: What for? How many? Where are they kept?

Pastor

Date

SPRC/PPRC/Trustee's Chairperson:

Date

Representative's Address

Phone

Inspection is conducted together by Parsonage Committee, using the form to check on overall condition of Parsonage and Pastor, using this form to point out any problems discovered after the initial walkthrough.