

**2003 Parsonage Check List  
Durham District**

This review for 2003 is due (as responsibility of the (S)PPRC chair) to the District Superintendent at your fall charge conference, 2003.

The Book of Discipline of the United Methodist Church states: "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." ¶2532.4 (2000 edition)

- Name of Church/Charge: Duke Memorial Pastor Ruth Harper Stevens
- If housing allowance is provided, please check here \_\_\_\_\_, then only the pastor should sign below.
- Review of church-owned parsonage to assure proper maintenance was held on May 30, 2003.

→ → The following questions should be completed jointly by the chairpersons of trustees and PPRC.

Describe your church's approved, systematic approach for addressing parsonage maintenance needs. For example . . .

- a) If a maintenance need has been identified by the pastor, list sequence of steps to be taken to address this need?  
Contact Parsonage Committee, who confers with Trustees and Church Financial Sec'y/Manager
- b) If the pastor is given the authorization to address general maintenance needs as they arise, has the board of trustees provided the pastor with an approved list of contacts such as plumber, electrician, appliance repair, etc.?  
 yes     no
- c) Is there an inclusive, up-to-date inventory of parsonage furnishings, appliances, and equipment?  
 yes     no
- d) Is any member of the board of trustees delegated the responsibility of tracking parsonage maintenance (in such a manner that the information can be passed on to a succeeding trustee)?  
 yes     no
- e) If there is a parsonage committee, what is its function?  
Conduct yrly (or more often) inspection of parsonage condition; also assist in periodic functions held at parsonage
- f) List or describe how . . .  
(1) parsonage maintenance is budgeted/funded (trustees?).  
Both  
(2) parsonage furnishing/refurbishing is budgeted/funded (parsonage committee?).  
Both
- g) Is there evidence that the parsonage is respected by the pastor's family?  yes     no     not sure

→ → → The following questions should be completed by the pastor.

1. Have you been given clear information from the trustees on how maintenance issues are to be addressed?  
 yes     no
2. List any maintenance issues which have been brought to the attention of the trustees that are currently unresolved.

RUTH HARPER STEVENS  
Print                  Pastor  
Ruth Harper Stevens  
Sign                          Pastor

RR Bollinger  
Print    PPR chairperson  
RR Bollinger per  
Sign                  PPR chairperson

WILLIAM E. SELF  
Print Trustees chairperson  
William E. Self  
Sign                  Trustees chairperson

to be used by pastor and chairpersons of trustees and PPRC for the annual review of the parsonage

Each item below (except the last 2) should show (3) ✓'s upon completion of evaluation by the person(s) as listed.

Maintenance/Furnishings Schedule					Overall Evaluation			
Trustees/PPRC Chairpersons					Pastor		Trustees/PPRC Chairperson	
	Just been done	In last 5 yrs	Needs evaluation	Past due	Satisfactory	Unsatisfactory	Satisfactory	Unsatisfactory
Exterior Paint		✓					✓	
Windows (thermal)		✓					✓	
Roof		✓					✓	
Gutters		✓					✓	
Exterior doors		✓					✓	
Exterior storage space		✓					✓	
Steps/sidewalks		✓					✓	
Chimney cleaned		✓					✓	
Lawn mower							✓	
Interior painting/wallpaper		✓					✓	
Carpeting		✓					✓	
Hardwood floors		✓					✓	
Vinyl flooring		✓					✓	
Appliances		✓					✓	
Electrical wiring		✓					✓	
Heating/AC	✓						✓	
Ceilings		✓					✓	
Window treatments		✓					✓	
Living Rm furnishings		✓					✓	
Dining Rm furnishings		✓					✓	
Bedroom furnishings		✓					✓	
Bathroom fixtures		✓					✓	
Lamps/lighting		✓					✓	
Master bath		✓					✓	
Baths 2, 3		✓					✓	
Septic system serviced		N/A					N/A	
Other _____								
Other _____								
Church-owned parsonage furnishings are adequate. A new pastor would <u>NOT</u> need to provide any basic furniture.					Agree	Disagree	Agree	Disagree
Where pets have had <u>any</u> access to inside parsonage, the pastor will <u>pay</u> for repairs of any associated damage (as determined <u>jointly</u> by pastor/trustees) and will pay for a flea extermination to take place at <u>exactly the time the parsonage is entirely vacated and before the incoming pastor arrives with belongings on moving day 2004</u>					Pastors WITH pets, please record your initials <u>WES</u>		As Trustees/PPRC chairs, we understand this requirement regarding pets.  Both please initial below <u>WES</u> <u>PRB</u>	
					Pastors without pets, record "N/A" and initials _____ / _____		Anne Clark <u>Parsonage Chair</u> Anne Clark <u>Parsonage Chair</u>	

Comments \_\_\_\_\_

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