

**2004 Parsonage Check List
Durham District**

This review for 2004 is due (as responsibility of the (S)PPRC chair) to the District Superintendent at your fall charge conference, 2004.

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 United Methodist Church Pastor: Jim Bell
- 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 April 29, 2004.

→ → 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 Secretary and Operations 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.?
 X yes no
- c) Is there an inclusive, up-to-date inventory of parsonage furnishings, appliances, and equipment?
 X 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)?
 X yes no
- e) If there is a parsonage committee, what is its function?
Conduct yearly or more frequent inspection of parsonage condition. Also assists in periodic functions held at the parsonage.
- f) List or describe how . . .
 - (1) parsonage maintenance is budgeted/funded (trustees?).
It is budgeted and funded by the Trustees.
 - (2) parsonage furnishing/refurbishing is budgeted/funded (parsonage committee?).
It is budgeted and funded by the parsonage committee.
- g) Is there evidence that the parsonage is respected by the pastor's family? X 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?
 X yes no
- 2. List any maintenance issues which have been brought to the attention of the trustees that are currently unresolved.

Jim Bell
Print Pastor
Jim Bell
Sign Pastor

John Legge
Print PPR chairperson
John Legge
Sign PPR chairperson

Sid Allen
Print Parsonage chairperson
Sid Allen
Sign Parsonage chairperson

2004 Worksheet

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	NONE				✓			
Steps/sidewalks		✓			✓		✓	
Chimney cleaned		✓			✓		✓	
Lawn mower		✓			✓		✓	
Interior painting/wallpaper	✓				✓		✓	
Carpeting	Cleaned ✓				✓		✓	
Hardwood floors	Cleaned ✓				✓		✓	
Vinyl flooring	new ✓				✓		✓	
Appliances		✓			✓		✓	
Electrical wiring		✓			✓		✓	
Heating/AC	✓				✓		✓	
Ceilings	Painted ✓				✓		✓	
Window treatments		✓			✓		✓	
Living Rm furnishings		✓			✓		✓	
Dining Rm furnishings		✓			✓		✓	
Bedroom furnishings		✓			✓		✓	
Bathroom fixtures		✓			✓		✓	
Lamps/lighting		✓			✓		✓	
Master bath		✓			✓		✓	
Baths 2, 3		✓			✓		✓	
Septic system serviced	NONE				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</u> the time the parsonage is entirely vacated and before the incoming pastor arrives with <u>belongings</u> on moving day 2004					Pastors WITH pets, please record your initials _____ Pastors without pets, record "N/A" and initials N/A, J.B.		As Trustees/PPRC chairs, we understand this requirement regarding pets. Both please initial below S.A. J.S.	

Comments all interior walls painted this summer. Carpets cleaned.