

2008 Parsonage Check List
Durham District

This review for 2008 is due (as responsibility of the (S)PPRC chair) to the District Superintendent at your fall Charge Conference, 2008.

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." ¶12532.4 (2004 edition)

- Name of Church/Charge: Duke Memorial UMC Pastor Ginger Thomas & Roger Owens
- 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 summer, 2008.

→ → 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?
call church's facilities manager or call repairman directly
- 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?
One person who ensures all parsonage needs are provided for.
- f) List or describe how . . .
 - (1) parsonage maintenance is budgeted/funded (trustees?). memorial Church Fund
 - (2) parsonage furnishing/refurbishing is budgeted/funded (parsonage committee?). through annual budget
- 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.

Ginger A Thomas
Print Pastor
Ginger A Thomas
Sign Pastor

Brian W. Bowers
Print PPR chairperson
B. W. Bowers
Sign PPR chairperson

W. E. SELF
Print Trustees chairperson
W. E. Self
Sign Trustees chairperson

2008 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					✓		✓	
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							✓	
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 exactly the time the parsonage is entirely vacated and before the incoming pastor arrives with belongings on moving day.					Pastors WITH pets, please record your initials _____ Pastors without pets, record "N/A" and initials <u>N/A</u> / <u>NAJ</u>		As Trustees/PPRC chairs, we understand this requirement regarding pets. Both please initial below <u>Ref</u> / <u>BWS</u>	

Comments _____
