

## 2010 Parsonage Check List

*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 (2008 edition)

- Name of Church/Charge: \_\_\_\_\_ Pastor \_\_\_\_\_
- 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 \_\_\_\_\_, 2010.

→ → **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?
  
- 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.?
  
- 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?
  
- f) List or describe how . . .  
     (1) parsonage maintenance is budgeted/funded (trustees?).  
     (2) parsonage furnishing/refurbishing is budgeted/funded (parsonage committee?).
  
- 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.

Print                      \_\_\_\_\_  
                                   Pastor

Print    PPR chairperson  
                                   \_\_\_\_\_

Print Trustees chairperson  
                                   \_\_\_\_\_

Sign                      \_\_\_\_\_  
                                   Pastor

Sign                      \_\_\_\_\_  
                                   PPR chairperson

Sign                      \_\_\_\_\_  
                                   Trustees chairperson



# 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.					Pastors WITH pets, please record your initials _____  Pastors without pets, record "N/A" and initials _____ / _____		As Trustees/PPRC chairs, we understand this requirement regarding pets.  Both please initial below _____ / _____	

Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

