

## 2011 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: 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 Nov. 1, 2011.

→ → 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?  
- Facility Mgr. will get quotes, make fixes, and seek Trustee approval as necessary.
- 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.
- c) Is there an inclusive, up-to-date inventory of parsonage furnishings, appliances, and equipment?  
✓ yes \_\_\_\_\_ no current parsonage chairperson will pass on to upcoming parsonage Cmte.
- 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? Annual checks and contacts for maintenance/repairs.
- f) List or describe how . . .
  - (1) parsonage maintenance is budgeted/funded (trustees?). General budget + Bldg Fund - need to improve process.
  - (2) parsonage furnishing/refurbishing is budgeted/funded (parsonage committee?). same as above.
- 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.  
see pg. 2

Ginger A. Thomas  
Print Pastor

Ginger A. Thomas  
Sign Pastor

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

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

Dorothy P. Ritchie  
Print Trustees chairperson

Dorothy P. Ritchie  
Sign Trustees chairperson



