

# 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) <i>N/A</i>					✓		✓	
Roof			✓			✓		✓
Gutters			✓			✓		✓
Exterior doors <i>N/A</i>					✓		✓	
Exterior storage space <i>N/A</i>					✓		✓	
Steps/sidewalks		✓			✓		✓	
Chimney cleaned			✓			✓		✓
Lawn mower	✓				✓		✓	
Interior painting/wallpaper				✓		✓		✓
Carpeting		✓			✓		✓	
Hardwood floors				✓		✓		✓
Vinyl flooring <i>N/A</i>					✓		✓	
Appliances		✓			✓		✓	
Electrical wiring <i>N/A</i>					✓		✓	
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 <i>N/A</i>					✓		✓	
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 <i>N/A, DAS</i>		As Trustees/PPRC chairs, we understand this requirement regarding pets.  Both please initial below <i>OPR</i>	

Comments Parsonage needs are specified on attached report.

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