



# NCCUMC On-line Data Collection System

**District:** 2      **Church:** 81 - Duke Memorial (Durham)  
**Pastor:** 2420 - Lee Roger Owens

## United Methodist Church

### Parsonage Checklist

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 (2008 edition)

Parsonage Name/Identifier Examples: Senior Pastor's or 123 Elm Street : **Senior Pastor's**

**The following questions should be complete with input from 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.

**Needs are brought to the attention of the Facilities Manager. If it is small, he takes care of it. If it is major, he consults with the Trustees or the Parsonage Chairperson. At this point, the Trustee Chairperson, SPRC Chairperson, Parsonage Chairperson, and Senior Pastor are going to work together to compile a spreadsheet of needs that the Trustees and Facilities Manager can address together.**

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**

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)? **No**

e) If there is a parsonage committee, what is its function?

**To perform annual checks and contact for maintenance/repairs**







f) List or describe how parsonage maintenance is budgeted / funded (trustees?)

**Minor repairs are funded through the church's annual budget. Major repairs are funded through The Memorial Church Fund (like an endowment for Duke Memorial's building).**

g) List or describe how parsonage furnishing / refurbishing is budgeted / funded (parsonage committee?).

We rely minimally on the church's operating budget and more on the Memorial Church Fund.

h) Is there evidence that the parsonage is respected by the pastor's family? **Yes**

**The following questions should be completed by the pastor.**

a) Have you been given clear information from the trustees on how maintenance issues are to be addressed? **Yes**

b) List any maintenance issues which have been brought to the attention of the trustees that are currently unresolved.

**See page 2 (worksheet)**

**Worksheet**

to be used pastor and chairpersons of trustees and PPRC for the annual review of the parsonage.

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		X			X		X	
Windows (thermal)			X		X		X	
Roof			X			X		X
Gutters			X			X		X
Exterior doors			X		X		X	
Exterior Storage Space			X		X		X	
Step/sidewalks		X			X		X	







Chimney cleaned			X			X		X
Lawn Mower	X				X		X	
Interior painting/wallpaper				X		X		X
Carpeting		X			X		X	
Hardwood floors				X		X		X
Vinyl flooring			X		X		X	
Appliances		X			X		X	
Electrical Wiring			X		X		X	
Heating/AC		X			X			X
Ceilings			X			X		X
Window Treatments			X			X		X
Living Rm Furnishings			X			X		X
Dining Rm Furnishings			X			X		X
Bedroom furnishings			X			X	X	
Bathroom Fixtures	X				X		X	
Lamps/lighting		X			X		X	
Master Bath	X				X		X	
Baths 2, 3	X				X		X	
Septic System serviced								
Other				X		X		X
<b>Other</b>				X		X		X
Church-owned parsonage furnishings are adequate. A new pastor would NOT need to provide any basic furniture.					__X_Agree	__Disagree	__X_Agree	__Disagree
Where pets have had any access to inside parsonage, the pastor will pay for repairs of any associated damage (as determined jointly by pastor/trustees) and will pay for a flea					__Pastor Concur __X_NA		__Trustees Concur __PPRC chairs Concur	







extermination to take place at exactly the time  
the parsonage is entirely vacated and before the  
incoming pastor arrives.

Comments

**Some of the above are not applicable, but there is no way to note that on this form**



