

# 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 = Bidg 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

STEED ROLLINS, Jr  
 Print PPR chairperson

Steed Rollins Jr  
 Sign PPR chairperson

Dorothy P. Ritchie  
 Print Trustees chairperson

Dorothy P. Ritchie  
 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)	N/A				✓		✓	
Roof			✓			✓		✓
Gutters			✓			✓		✓
Exterior doors	N/A				✓		✓	
Exterior storage space	N/A				✓		✓	
Steps/sidewalks		✓			✓		✓	
Chimney cleaned			✓			✓		✓
Lawn mower	✓				✓		✓	
Interior painting/wallpaper				✓		✓		✓
Carpeting		✓			✓		✓	
Hardwood floors				✓		✓		✓
Vinyl flooring	N/A				✓		✓	
Appliances		✓			✓		✓	
Electrical wiring	N/A				✓		✓	
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	N/A				✓		✓	
Other								
Other								
Church-owned parsonage furnishings are adequate. A new pastor would <b>NOT</b> need to provide any basic furniture.					Agree ✓	Disagree	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 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, DAE</i>		As Trustees/PPRC chairs, we understand this requirement regarding pets.  Both please initial below <i>DPK, SM</i>	

Comments Parsonage needs are specified on attached report.

## **Parsonage Walk-Through Report**

**November 1, 2011**

**Ginger Thomas (Co-Pastor), Dotty Ritchie (Trustee Chairperson), Sid Allen (Parsonage Coordinator), Joe Stephens (Operations Manager)**

### **Short-Term Parsonage Needs**

1. Order and install window screens where needed.
2. Evaluate roof.
3. Replace weather stripping on back door.
4. Repair doorbell or investigate disabling intercom/doorbell and installing a simple wireless doorbell.
5. Reattach garage door opener button to wall.
6. Repair kitchen cabinet hinge under sink.
7. Call someone to investigate spots on kitchen ceiling and repair assumed leak.
8. Replace mailbox.
9. Repair light fixture over kitchen sink.
10. Have house exterior washed.
11. Have gutters cleaned.
12. Match interior paint colors and touch up paint where needed.
13. Put pan under house for condensation.
14. Install insulation under house as needed.
15. Repair two broken dining room chairs.
16. Replace blinds as needed (bedroom, living room)
17. Replace sofa in living room. (Trustees approve funds; Sid will purchase.)
18. Service lawn mower, change blades.
19. Repair furniture handles.
20. Repair or replace bathroom door.
21. Fix outdoor fence at side and back gates.
22. Replace batteries in all smoke detectors.
23. Improve den sofa with plywood. Discuss replacing with Trustees.
24. Add new decking boards and steps to back deck.

### **Long-Term Parsonage Needs**

1. Refinish floors.
2. Replace cabinets.
3. Solve backyard drainage problems.
4. Replace siding and trim with HardiPlank.
5. Repaint interior of house.

