

Annual Report on the Parsonage

The chairperson of the committee on pastor-parish relations, the chairperson of the board of trustees, and the pastor shall make an annual review of the church-owned parsonage to assure proper maintenance. 2012 Book of Discipline P2433.4 (complete a separate form for each parsonage).

Parsonage Checklist

District: _____

For Year Ending: _____ Date of last parsonage review: _____

Church/City: _____

Parsonage Physical Address: _____

Occupied by: Senior Pastor _____ Associate Pastor _____ Other _____

_____ # of bedrooms _____ # of bathrooms _____ Family Room
_____ Living Room or Great Room _____ Dining Room _____ Study
_____ Screen Porch _____ Fenced Yard _____ Secure Storage Area
Garage: (one car) _____ (two car) _____ (three car) _____ _____ Carport
Laundry Area: (indoor) _____ (outdoor) _____

1. Outside:

A. House:

1. Outside appearance is:

_____ Excellent _____ Good _____ Fair _____ Poor

Needs work

(explain): _____

2. Condition of the following is:

(Please indicate - E-excellent, G-good, F-fair, P-poor)

_____ Roof _____ Gutters _____ Trim
_____ Windows _____ Septic/Drain System _____ Screens
_____ Garage _____ Pump/ Well _____ Mail receptacle
_____ Doors _____ Exterior paint/finish of house
_____ Chimney

B. Yard:

1. Appearance of the yard is:

_____ Excellent _____ Good _____ Fair _____ Poor

Needs work (explain):

2. Condition of the following is:

(Please indicate - E-excellent, G-good, F-fair, P-poor)

_____ Lawn/grass _____ Irrigation system _____ Shrubbery _____ Trees

3. Who has responsibility for yard upkeep?: _____Minister _____Church
4. If Minister is responsible for yard upkeep, does the parsonage have the following equipment?: _____Gas mower _____Trimmer _____Weed eater
 _____Rake _____Shovel _____Electric or gas hedge trimmer
 _____Other (list):_____

2. Inside:

- A. Does the parsonage have the following equipment?
 _____Stove _____Dishwasher _____Microwave _____Water Softener
 _____Freezer _____Washer _____Dryer _____Garbage disposal
 _____Hot water heater (40 gal min) _____Vacuum cleaner
 _____Refrigerator w/ freezer
 _____Other (list):_____

- B. How is the heating/cooling system accomplished?
 _____Gas _____Electric _____Heat pump
 Is the heating/cooling system adequate? yes____ no_____

- C. Please provide the following dates:
- | | <u>Annual Inspection Date</u> | <u>Treatment</u> | <u>Treatment Date</u> |
|----------------------------------|-------------------------------|----------------------------|-----------------------|
| 1. Pest control _____ | | yes____ no____ | _____ |
| 2. Termite_____ | | yes____ no____ | _____ |
| 3. Ductwork _____ | | yes____ no____ | _____ |
| <u>Regular Maintenance Dates</u> | | | |
| 1. Annual carpet cleaning _____ | | 3. Exterior Painting _____ | |
| 2. Chimney Sweeping_____ | | 4. Interior Painting _____ | |

- D. Other items:
1. Is the house adequately insulated? yes____ no____
 2. Are there sufficient electrical outlets in all rooms? yes____ no____
 3. Are there functional smoke detectors? yes____ no____
 4. Are there functional fire extinguishers? yes____ no____
 5. Is the telephone system adequate? yes____ no____
 6. Is the house wired for basic cable or satellite? yes____ no____
 7. Is the house wired for Internet? yes____ no____
 8. Is there monitored security for entire house? yes____ no____
 9. Is there regular pest control treatment? yes____ no____
 10. Are there quality window coverings in neutral colors that insure privacy?
yes____ no____
 11. Are there quality floor coverings in neutral colors that are durable and
easy to maintain? yes____ no____
 - 12.

3. Parsonage Family Concerns

- A. Has there been input from the parsonage family regarding their housing needs?
yes____ no____
- B. Does the parsonage family have adequate insurance coverage on personal property and furnishing?
yes____ no____
- C. What pets does the parsonage family have?_____
- (It is important to note that any damage or additional wear and tear on the parsonage, due to pets, is the responsibility of the parsonage family.)*

4. Committee Concerns

A. Is the parsonage well maintained by the parsonage family:
_____ Excellent Manner _____ Average Manner _____ Poor Manner

Comments: _____

B. Indicate repairs and replacements needed and desired in the coming year and approximate cost.

C. What financial provision is made for the upkeep of the parsonage?

D. If the parsonage is for a multi-church charge, how are the expenses shared?

5. Please include a current picture of your parsonage

6. Please attach a current inventory of church owned parsonage furniture.

7. The maintenance / repairs listed below need attention:

Signed: _____
Chairperson of the Trustees / Parsonage Committee

Signed: _____
Chairperson of the Pastor Parish Relations Committee

Signed: _____
Pastor / Occupant of the Parsonage

Date of Parsonage Annual Review: _____