

2. PARSONAGE COMPLIANCE WITH REQUIREMENTS REPORT

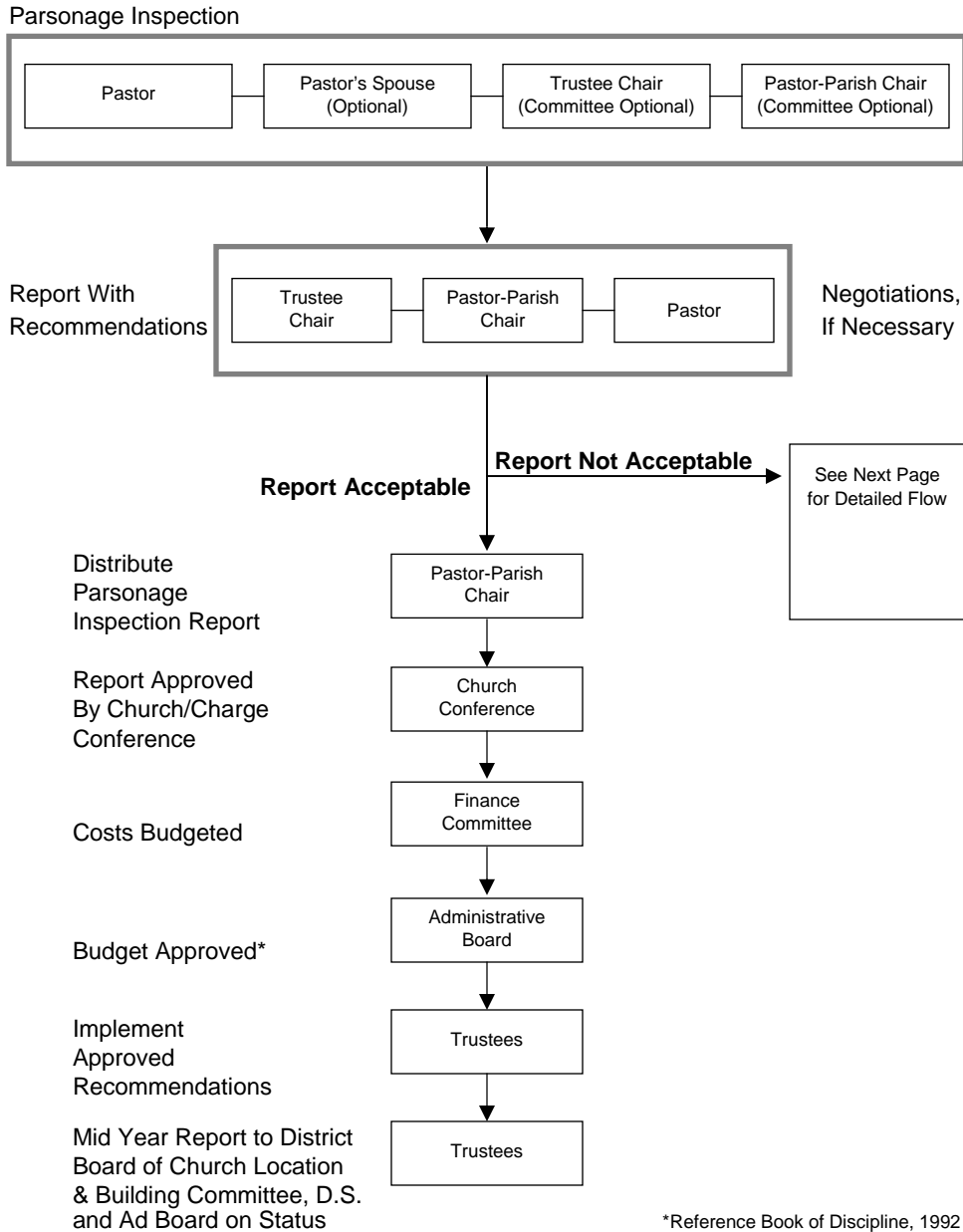
PARSONAGE COMPLIANCE WITH REQUIREMENTS REPORT

CHURCH/CHARGE _____ DISTRICT _____
 ADDRESS _____ PASTOR _____
 _____ CHARGE CONF. DATE _____
 _____ 6 MONTH REPORT DUE _____

Area Inspected	Condition			Date Replaced or Improved	Recommendations	Action on Recommendations		
	G	S	U			Date	Cost	Action
1. PARSONAGE PLANNING AND STANDARDS								
1.1 Construction Standards								
1.1.1	Sound Construction							
1.1.2	Meets Local Building, Utility, Zoning							
1.1.3	Required Rooms							
	Living							
	Dining							
	Kitchen							
	Bedroom 1							
	Bedroom 2							
	Bedroom 3							
	Bathroom							
	Study							
	Garage							
	Adequate Storage Space							
1.1.4	Family Room							
1.1.5	Entrances							
1.1.5.1	Workable Locks and Sheltered							
1.1.5.2	Keys Responsibility Parsonage Family							
1.1.5.3	Coat Closet							
1.1.6	Windows and Doors							
1.1.6.1	Energy Efficient and Suitable Covering							
1.1.6.2	Work Well							
1.1.6.3	Storm Windows/Doors or Thermopane							
1.1.7	Electrical Adequate							
1.1.8	Heating and Cooling							
1.1.8.1	Central Heat Maintain 68F							
1.1.8.2	Insulated							
1.1.8.3	Central Air, Window Air, or Fans							

4. PARSONAGE INSPECTION FLOW CHART

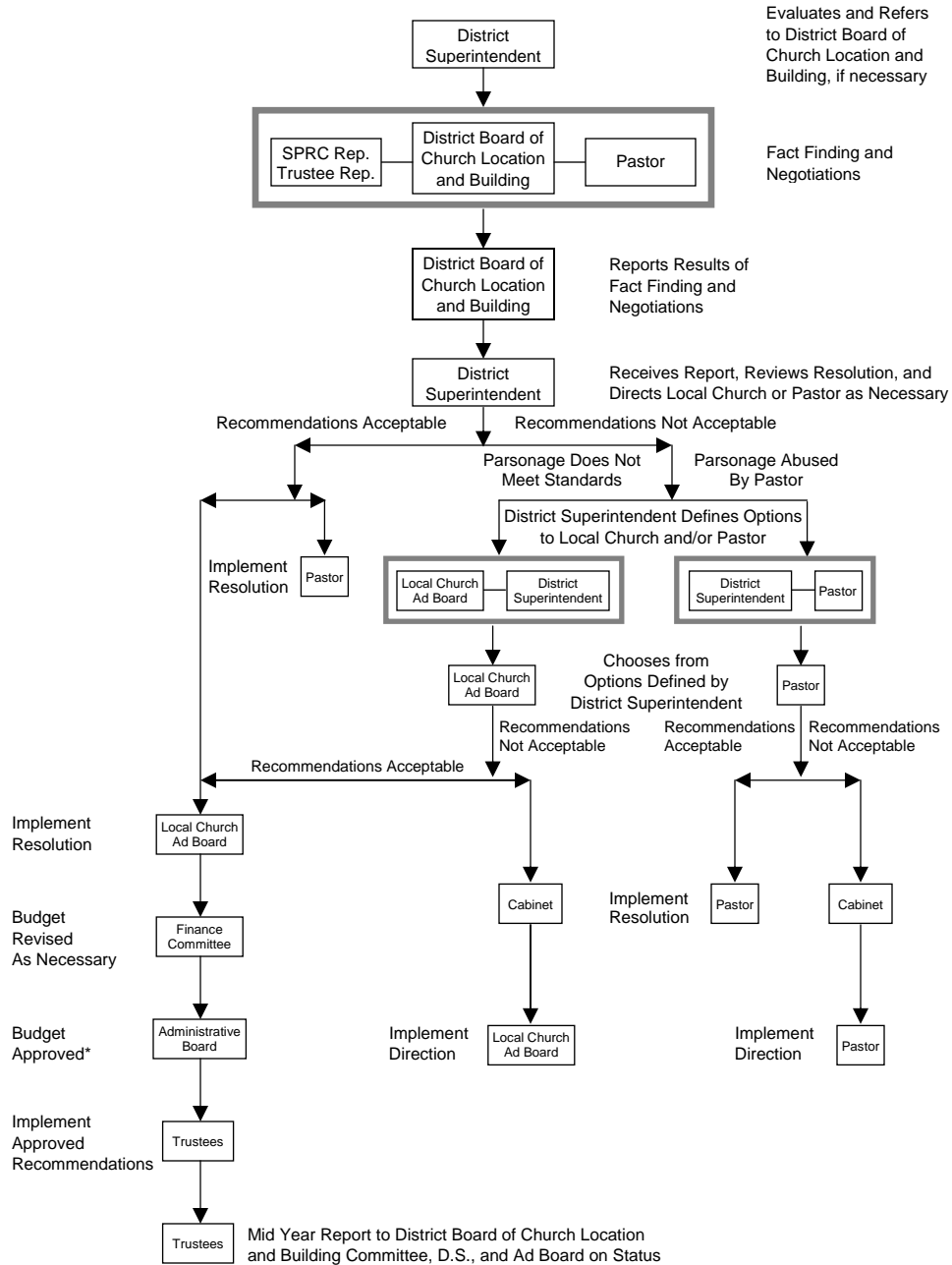
Parsonage Inspection Flow Chart



*Reference Book of Discipline, 1992 Paragraph 2521.1.

Parsonage Inspection Flow Chart

Report Not Acceptable



5. PURPOSE AND CONTENTS OF PARSONAGE NOTEBOOK

Purpose:

- 1) to enable the parsonage family to keep accurate records of maintenance, repairs and improvements to the parsonage, so they can be documented at any moment.
- 2) to enable the Parsonage Trustees and the Chair of P/SPR Committee to have an accurate record of the maintenance, repairs and improvements on the parsonage, so that a well-planned program will continue.
- 3) to enable the district superintendent to share the notebook with the incoming pastor and family at the time of a pastoral change.
- 4) to enable the incoming pastor and family to become acquainted with the design, the condition and the needs of the parsonage before arriving.
- 5) to enable the incoming pastor and family to be aware of community information to make their arrival more comfortable.

Contents:

- a. **Reasonable Minimum Standards** to guide churches in the construction of new parsonages and the upgrading of present parsonages.
- b. **A Parsonage Inspection Flow Chart** to guide local church officers, district superintendents and district committees of Church Location and Building clarify responsibilities for the care of parsonages.
- c. **A Yearly Parsonage Inspection Chart** to guide the Parsonage Trustees and P/SPR Committee in reporting the condition and plans for repairs and improvements to the Charge Conference.
- d. **A Parsonage Compliance with Requirements Report** which includes all areas in the Yearly Inspection Chart and can be enlarged to be completed as soon as possible and then updated as work is done on the parsonage.
- e. A **sample Community Information Sheet**, to which other items of interest can be added.
- f. A **sample Parsonage Sketch** — approximate floor plan and exterior design and photographs.
- g. **A Parsonage Inspection Report at the Time of Transition** which is to be completed prior to the pastor exiting, so that all responsibilities are cared for when the new pastor arrives.
- h. An inventory of charge-owned furnishings and appliances be kept along with date of purchase and cost.

6. PARSONAGE INSPECTION REPORT AT THE TIME OF TRANSITION

CHURCH/CHARGE _____
 PASTOR _____
 ADDRESS _____
 DATE OF INSPECTION _____ DATE OF MOVE _____

The pastor and a designated representative of the trustees of the parsonage and a designated representative of the Pastor-Parish Relations Committee shall make an inspection prior to the leaving of the pastor at a time agreed upon.

- 1. All items belonging to the pastor have been removed from the parsonage property.

Yes ___ No ___

Concerns: _____

2. All areas are clean, including walls, closets, and appliances, etc., and the home is ready to move into: Yes ____
No ____

Concerns: _____

Note: If pets were kept inside, the home should be sanitized of any odors.

3. The cleaning of floors, carpets, etc. (after pastor moves out) will be or have been completed on _____
(date).

4. The following damage was noted and is the responsibility of the exiting pastor:

5. The following items/areas are in need of repair/improvement and are recommended to the Parsonage Trustees:

Pastor _____

Representative of Trustees

Representative of PPRC

(Please mail one copy to District Superintendent within one week following move.)