

GENERAL STATEMENT ON PARSONAGE RESPONSIBILITY

It is the responsibility of the local church working together with the pastor to maintain a church-owned parsonage. Paragraph 2532.4 of the *2004 Book of Discipline* states that an **annual** inspection of the church-owned parsonage shall be completed and reports shall be filed with the district superintendent, the pastor and a copy placed in the files of the board of trustees and the staff-parish relations committee.

The condition of the church-owned parsonage will be determined by an inspection made by the pastor, the chairpersons of the board of trustees and staff-parish relations committee along with the chairperson of the parsonage committee, if one exists. This inspection will be made **EACH YEAR IN JANUARY OR FEBRUARY** and the report filed **NO LATER THAN MARCH 1** of each year. It is essential that this report be as complete and as accurate as possible for the mutual benefit of the local church and the pastor.

Housing standards and obligations are detailed on page 272 and pages 289-291 of the *2006 Journal of the New Mexico Annual Conference, The United Methodist Church*. Also included on these pages are procedures for inspection of the parsonage when there is a change of pastors.

By completing this process before March 1, if a change in pastoral leadership is to take place it will give the local church time to plan for any special repairs or replacements. Care should be taken, however, to schedule this carefully so as to not disrupt packing and moving plans and schedules. We hope this will be beneficial for local church officials as well as pastors in dealing with this sensitive area of church-owned parsonages.

**ANNUAL REVIEW AND INVENTORY OF
PARSONAGE AND FURNISHINGS**

Name of Church

This form must be completed and reviewed annually by Chairpersons of the Board of Trustees, Pastor Parrish Relations Committee, Parsonage Committee (where applicable) and the Pastor. The review will be made after the first of the year and the report **MUST** be filed with the District Superintendent by March 1 of each year.

Parsonage Address:

Value of Parsonage:

Indebtedness:

Date Built:

Date Acquired:

EXTERNAL CONDITION OF BUILDING AND GROUNDS

E – Excellent G – Good D – Damaged

If you indicate Damaged be specific about whether it can be repaired or needs replaced.

General Condition/Appearance:

Roof

Type of Roof:

Repairs Needed:

Walls

Type of Construction:

Repairs Needed:

Trim

Type (Wood/Metal):

Repairs Needed:

Windows Type (storm, etc):

Screens Type:

Repairs Needed:

Exterior Doors Type:

Repairs Needed:

Yard: Grass Trees Shrubs Other

Fence/Gates Type of Construction:

Sprinklers Type:

Repairs Needed:

OTHER OBSERVATIONS

INTERIOR CONDITION AND INVENTORY

E – Excellent G – Good D – Damaged R – Replace

When an items is listed as damaged be very specific in listing scratches, dents etc. **If this item should be replaced this year mark R (replace) by the D.** The Type of Construction calls for textone, plaster, tile, wallpaper, paneling etc. Type of floor calls for hardwood, carpet, tile, linoleum etc.

KITCHEN

Walls	Type Construction		
Cabinets	Lighting	General Plumbing	Sink/Fixtures
Stove / Cook Top		Purchase Date	
Built in Oven		Purchase Date	
Refrigerator		Purchase Date	
Dishwasher		Purchase Date	
Disposal		Purchase Date	
Freezer		Purchase Date	
Microwave		Purchase Date	
Other		Purchase Date	
		Purchase Date	

BREAKFAST ROOM OR AREA

Walls		Type of Construction
Floor		Type
Table	# of Leafs	Purchase Date
Chairs	# of Chairs	Purchase Date
Other		Purchase Date
		Purchase Date
		Purchase Date

Purchase Date

Purchase Date

Purchase Date

DINING ROOM OR AREA

Walls		Type Construction
Floor		Type
Table	# of Leafs	Purchase Date
Chairs	# of Chairs	Purchase Date
China Cabinet/Hutch		Purchase Date
Other		Purchase Date
		Purchase Date
		Purchase Date

BEDROOM # 1 MASTER

Walls		Type Construction
Floor		Type
Bed	Size	Purchase Date
Mattress & Box Springs		Purchase Date
Chest of Drawers		Purchase Date
Dresser / Mirror		Purchase Date
Chairs	(List each one with a brief description – color – style)	
		Purchase Date
		Purchase Date
		Purchase Date
Tables	(List each one with a brief description)	
		Purchase Date
		Purchase Date

Lamps (List each one with a brief description)

Purchase Date

Purchase Date

List other church owned items in Bedroom

Purchase Date

Purchase Date

BEDROOM # 2

Walls Type Construction

Floor Type

Bed Size Purchase Date

Mattress & Box Springs Purchase Date

Chest of Drawers Purchase Date

Dresser / Mirror Purchase Date

Chairs (List each one with a brief description – color – style)

Purchase Date

Purchase Date

Tables (List each one with a brief description)

Purchase Date

Purchase Date

Lamps (List each one with a brief description)

Purchase Date

Purchase Date

BATHROOM # 1 MASTER (List size: Full, ¾, ½) Size

Walls	Type Construction
Floor	Type
Bathtub	Type
Shower	Condition of tile & grout
Fixtures	Purchased Date
Other	Purchase Date
	Purchase Date

BATHROOM # 2 (List size: Full, ¾, ½) Size

Walls	Type Construction
Floor	Type
Bathtub	Type
Shower	Condition of tile & grout
Fixtures	Purchased Date
Other	Purchase Date
	Purchase Date

BATHROOM # 3 (List size: Full, ¾, ½) Size

Walls	Type Construction
Floor	Type
Bathtub	Type
Shower	Condition of tile & grout
Fixtures	Purchased Date
Other	Purchase Date

List other information that the inspection team feels would be helpful. Also list the items that need to be repaired or replaced this year in order of importance. Follow this with a list of items that should be considered in the next two or three years listing them in order of importance.

Date of Inspection

Chairman Board of Trustees

Chairman Pastor Parish Committee

Pastor

Chairman Parsonage Committee
(where applicable)

ADDENDUM TO PARSONAGE RESPONSIBILITY

In order to save any possible misunderstandings in the future we highly recommend that all items of furnishings and appliances that are owned by the Pastor and family be listed on this page. A complete description should be made and each year this should be reviewed and signed by all parties involved in the inspection.

OTHER ITEM OF CONCERN

The church insurance package, in most cases, does not cover the personally owned items of the Pastor and family. Does the church carry a separate policy (renters policy) on the Pastors personal property? If NO does the Pastor carry his or her own policy on this?

May we suggest that a copy of this document be kept in a kitchen drawer along with any guarantees on appliances etc.

Chairman Board of Trustees

Chairman Pastor Parish Committee

Pastor

Chairman Parsonage Committee
(where applicable)