

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.

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
- B. Comments:

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

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

- E. 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: _____