

## CHECKLIST FOR ANNUAL PARSONAGE WALK-THROUGH

All churches that provide pastoral housing with a parsonage need to do a yearly on-site inspection and report finding to Church/Charge Conference. Cooperation with the Pastor-Parish Relations Committee in the annual review of the parsonage is important: "The chairperson of the Pastor-Parish Relations Committee, the chairperson of Trustees and the pastor shall make an annual walk-through review of the church-owned parsonage to assure proper maintenance" (2004 Discipline ¶ 2532.4). During the walkthrough of the parsonage, please refer to the Rocky Mountain Conference petition on "Parsonage Standards" found in the most recent 2006 Journal, Volume II, on pages 459-466 (Petition AC-11-D, 2001 Conference).

\_\_\_\_\_ The parsonage committee (or S/PPR) should indicate replacing furniture, appliances, curtains, carpets, etc., when they can see it is needed rather than the family having to ask. However, the family should ask if this is not done. When things are to be replaced, the parsonage family should make selections in consultation with the Parsonage Committee. Furnishings should have a budget line. An inventory of the parsonage with annotated condition of things should be done yearly.

\_\_\_\_\_ An inventory of furniture and appliances with original cost and expected life span should be maintained. An item in the church budget should provide funds each year on an accumulating basis to replace items as they are worn out.

\_\_\_\_\_ **Emergency maintenance and repairs:** An emergency fund (suggested minimum of \$100.00) should be available as an amount that could be spent without consultation with the committee in order to allow the parsonage family to deal with emergency repairs.

\_\_\_\_\_ The exterior of the house should be inspected to see that it is properly maintained (paint, roof, etc.) in order to avoid costly repairs. Exterior painting, repairs and roof maintenance should be the responsibility of the church.

\_\_\_\_\_ The parsonage should have a periodic termite and pest control inspection. Corrective measures should then be taken.

\_\_\_\_\_ The church should have the heating and cooling systems checked seasonally.

\_\_\_\_\_ The church should do any major renovations, repairs and replacements, as they are needed, taking into consideration the church's financial ability to do these things. (The pastor, not the church, shall be responsible for correcting extreme or unusual damage, beyond normal wear and tear to the parsonage and furnishings.) Changes in interior decoration should be done with mutual consent of the church and the family.

\_\_\_\_\_ It is recommended either that basic lawn maintenance (including mowing, edging, fertilizing and sprinkler system) be taken care of or paid by the church or that the church provide, maintain and repair a power lawn mower and other tools required to maintain the grounds with ease.

\_\_\_\_\_ For the safety of the parsonage, property and the parsonage family, the church should carefully evaluate the overall security of the building and grounds. Attention should be given to screens, window and door locks, gates and alarm systems. This should also include fire prevention measures such as smoke alarms, fire extinguishers, escape ladders and a fire escape plan. When possible, an annual inspection should be made by the fire department and utility companies.

\_\_\_\_\_ **Energy Conservation:** The church and parsonage family should make every effort possible to conserve energy. This should include:

- a) Inviting utility companies (gas, electric, water) to inspect, provide an energy audit and make recommendations.
- b) More efficient lighting
- c) Insulation in attic and walls, use of weather stripping
- d) Investigating possible use of solar energy or other energy-saving devices
- e) Water-saving devices

**After the walk-through a summary report should be made to Church/Charge Conference in writing that includes: 1) the date of the walk-through; 2) who participated – names and leadership roles; and 3) list of concerns and action items with who will do follow up.**