

Charge Name: _____



Charge Conference 2018 PARSONAGE STANDARDS & INSPECTION REPORT

Address of Parsonage: _____

Date of Annual Inspection: _____

Persons present at Inspection: _____

For the benefit of the church(es), charge, the present parsonage family, and future parsonage families, an annual review of the church-owned parsonage to assure proper maintenance shall be made by the **chairperson of the trustees or parsonage committee** (if one exists), the **chairperson of the committee on staff/pastor parish relations**, and the **pastor** (§2533.4 *The Book of Discipline 2016*). The parsonage is to be mutually respected by the pastor's family as the property of the church and by the church as a place of privacy for the pastor's family (§258.2g(16) *BoD 2016*).

Parsonage standards provide uniformity so ministers and churches may know what to expect of each other and minimize moving and storage expenses. It is understood some churches provide a housing allowance in lieu of a parsonage.

Tennessee Conference Standing Rules, Section 14—Parsonage Standards

14.1 In order to provide an atmosphere that enables clergy to care for their families, and to provide economy, convenience, and good will for both parsonage families and churches, ***we propose the following minimum standards:***

1. Energy efficient heating and cooling facilities
2. Stove, refrigerator, dishwasher, washer, and dryer
3. Furniture for living room, dining room, and one bedroom
4. Shades or blinds and curtains or draperies for all windows
5. Suitable floor coverings
6. Adequate lawn mower or adequate hired care for the parsonage yard, the choice of which shall be negotiated with the pastor
7. Proper insulation, storm windows, and storm doors
8. Garage or carport
9. Deadbolts for all exterior doors

14.2 Recommended standards:

- A. Storage of the items listed above, shall be provided by the parsonage family, should the parsonage family wish not to use them, and that storage of items not listed above shall be provided by the charge.
- B. All parsonage furnishings shall be bought new, with worn out furnishings being replaced in a timely manner.
- C. An adequate amount shall be carried in a parsonage account or in the annual budget for the charge to maintain, repair, or upgrade parsonage and furnishings when necessary.
- D. Any charge buying, building, or renovating a parsonage shall select either a house plan or a house that:
 1. Provides accessibility to persons with handicapping conditions and keeps steps to a minimum in accordance with §2544.4b of *The Book of Discipline (2016)*;
 2. Offers at least three bedrooms, but preferably four bedrooms;
 3. Includes at least one and one half bathrooms, but with two bathrooms or more being preferable;
 4. Includes both a living room, and a family room or den;
 5. Provides adequate closet or storage space for the parsonage family;
 6. Provides a garage or carport;
 7. Includes the trust clause required by §2503.2 of *The Book of Discipline (2016)*.

E. Does the parsonage meet the standards adopted by the 2018 Tennessee Annual Conference? __ Yes __ No

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2. If not, what needs to be done to bring the parsonage in alignment, added/repaired/replaced?

- a) _____
- b) _____
- c) _____
- d) _____

3. The age and condition (good, fair, poor) of appliances (if not applicable, put NA in the Year column):

Appliance	Year	Condition (choose one)	Appliance	Year	Condition (choose one)
Stove/Oven		__ Good __ Fair __ Poor	Washer		__ Good __ Fair __ Poor
Refrigerator		__ Good __ Fair __ Poor	Dryer		__ Good __ Fair __ Poor
Freezer		__ Good __ Fair __ Poor	Water Heater		__ Good __ Fair __ Poor
Dishwasher		__ Good __ Fair __ Poor	Lawnmower		__ Good __ Fair __ Poor
Telephone(s)		__ Good __ Fair __ Poor	Central Heat/Air		__ Good __ Fair __ Poor

4. Are the following items provided in good condition?

Item	Provided?	Year	Good condition? (choose one)
Living Room Furniture	__ Yes __ No		__ Good __ Fair __ Poor
Dining Room Furniture	__ Yes __ No		__ Good __ Fair __ Poor
Bedroom Furniture	__ Yes __ No		__ Good __ Fair __ Poor
Floor Coverings	__ Yes __ No		__ Good __ Fair __ Poor
Shades/Blinds for all windows	__ Yes __ No		__ Good __ Fair __ Poor
Curtains/Drapes for all windows	__ Yes __ No		__ Good __ Fair __ Poor
Other: _____	__ Yes __ No		__ Good __ Fair __ Poor
Other: _____	__ Yes __ No		__ Good __ Fair __ Poor
Other: _____	__ Yes __ No		__ Good __ Fair __ Poor

5. List furniture items owned by the parsonage family (if more space needed, attach sheet):

6. The date when the parsonage was last painted: **interior** _____ **exterior** _____

7. When was the last time the landscaping was improved? _____

8. What amount is designated in the annual budget or the amount in the parsonage account for parsonage maintenance and improvement: \$ _____

9. Who determines parsonage repairs/improvements made each year? _____

10. If the parsonage is multi-owned (by more than one of the churches in a charge), how are expenses shared and how are the funds handled/controlled?

Signatures

Chairperson Charge S/PPRC: _____ Date: _____

Chairperson Charge Trustees: _____ Date: _____

Chairperson Charge Parsonage Committee: _____ Date: _____

Pastor: _____ Date: _____

_____ District Superintendent: _____ Date: _____
