**2017-11 *Complete one form for each parsonage.***

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| --- |
| **Charge:**  |
| **Address of parsonage:** |

# **PARSONAGE INSPECTION AND NEEDS ASSESSMENT**

**ANNUAL CHECKLIST**

*(Please submit this form if you own a parsonage, even if it is not being used.)*

The annual review of the parsonage was conducted on    \_  , 2017 by the Pastor, the chairperson of the Charge Board of Trustees, the chairperson of the Parsonage Committee (if applicable), and the chairperson of the Pastor-Parish-Relations Committee (or Staff-Parish Relations Committee) as required by *the Book of Discipline of the United Methodist Church 2016*, Paragraph 2533.4.

1. The general overall parsonage structure is: [ ] excellent [ ] good  [ ] fair  [ ]  poor

2. Are the walls free of cracks and/or peeling? [ ]  Yes [ ]  No

3. Are the floors level? [ ]  Yes [ ]  No

4. Is the exterior of the parsonage in good repair? [ ]  Yes [ ]  No

5. Are all locks in working order? [ ]  Yes [ ]  No

6. Do outside lights work? [ ]  Yes [ ]  No

7. Are the windows and screens in good condition? [ ]  Yes [ ]  No

8. Is the roof in good condition? [ ]  Yes [ ]  No

9. Is the carpeting in good condition? [ ]  Yes [ ]  No

10. Was the carpet professionally cleaned this year? [ ]  Yes [ ]  No

11. Is tile and/or linoleum in good condition? [ ]  Yes [ ]  No

12. Are all floors in the parsonage in good condition? [ ]  Yes [ ]  No

13. Are the window treatments in good condition? [ ]  Yes [ ]  No

14. Is the plumbing in good working order? [ ]  Yes [ ]  No

15. Is the caulking around bathtub/shower and sinks in good condition? [ ]  Yes [ ]  No

16. Is the electrical system adequate and in good working order? [ ]  Yes [ ]  No

17. Is the heating system functioning adequately? [ ]  Yes [ ]  No

18. Has the heating system been inspected this year? [ ]  Yes [ ]  No

19. Is the refrigerator-freezer in good working order? [ ]  Yes [ ]  No

20. Is the stove/oven in good working order? [ ]  Yes [ ]  No

21. Is the dishwasher in good working order? [ ]  Yes [ ]  No

22. Is the garbage disposal in good working order? [ ]  Yes [ ]  No

23. Is the washing machine in good working order? [ ]  Yes [ ]  No

24. Is the dryer in good working order? [ ]  Yes [ ]  No

25. Are smoke and fire alarms installed and in operating condition? [ ]  Yes [ ]  No

26. Does parsonage accommodate handicapped person occupancy? [ ]  Yes [ ]  No

27. Is parsonage energy efficient? [ ]  Yes [ ]  No

28. Are all utilities being provided according to conference standards? [ ]  Yes [ ]  No

29. Are the lawn mower and hedge trimmer in good working condition? [ ]  Yes [ ]  No

30. Does the parsonage give evidence of good care by the parsonage family? [ ]  Yes [ ]  No

31. Are there repairs that need to be made to the parsonage? [ ]  Yes [ ]  No

 If yes, please describe:

32. Are improvements planned for the coming year? [ ]  Yes [ ]  No

 If yes, please describe:

33. What are the plans for financing these improvements?

34. Is the pastor living in the parsonage? [ ]  Yes [ ]  No

35. Is the parsonage rented out? [ ]  Yes [ ]  No

36. Does the parsonage meet the conference standards? [ ]  Yes [ ]  No

37. If not, what is the plan of the charge to begin working toward compliance?

38. If applicable, indicate what percentage of the parsonage is owned by each church.

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(Signed) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chairperson of PPR (or SPR) Committee

(Signed) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Pastor

(Signed) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chairperson of Charge Trustees

(Signed) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chairperson of Parsonage Committee

 (if applicable)

*If the charge owns more than one parsonage, please complete a form for each one.*