

2018-11 Complete one form for each parsonage.

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 _____, 2018 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.

_____ % _____ % _____ %
_____ % _____ % _____ %

(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.