**2023-11 *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 physical walk-through of the parsonage** was conducted on    \_  , 2023 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.*