

FORM #7.a.

Upper New York Annual Conference
Our mission is to live the gospel of Jesus Christ
And to be God's love with our neighbors in all places

PARSONAGE COMMITTEE REPORT

(Due two weeks prior to Church/Charge Conference)

Church: _____ Date: _____ District: _____

Person Reporting (not the Pastor): _____

Position _____ Contact Info: _____

Parsonage Address: _____

Current Occupant/Use: _____

The chairperson of the board of trustees or the chairperson of the parsonage committee, if one exists, the chairperson of the committee on pastor-parish relations and the pastor shall make an annual review of the church-owned parsonage to ensure proper maintenance. ¶2533.4 2012 Book of Discipline.

Note: The Clergy Housing Policy with parsonage standards may be found at <http://www.unyumc.org/about/2017-compensation-package>.

1. Have you inspected the parsonage in light of the parsonage standards as adopted by the Annual Conference?

Yes No Date of Inspection: _____ **Provide a copy of the Parsonage Inspection Form to the District Office**

2. Excluding utilities, how much was expended on parsonage improvements and repairs since the last Church/Charge Conference?

\$ _____

3. What improvements or repairs were made?

4. What major appliances have been purchased this year?

5. If there is more than one church on the Charge, what formula do the churches use to share in the parsonage costs?

6. What are the plans for improvements and repairs in the future? a. Short Term:

b. Long Term:

7. Is there an inventory of parsonage furnishings? Yes No

8. If the parsonage is rented to a non-clergy person, is it registered as a taxable property? Yes No

9. When was the last time the following tests were performed in the parsonage:

a. State water purity standards (if well water) Date: _____

b. Radon Date: _____

c. Asbestos Date: _____

d. Lead Date: _____

e. Fire Extinguishers Date: _____

f. Smoke Detectors Date: _____

g. CO Detectors Date: _____

h. Chimney Date: _____

14. Are there conditions in the parsonage that could compromise the health of the parsonage family? Yes No

If "yes", please specify what and how this will be resolved:

15. How is lawn care and snow removal cared for?

16. Has there been any damage, beyond normal usage, including but not limited to damage caused by pets? Yes No

17. Are there any other issues to note?

Church: _____ Date: _____ District: _____

Pastor Reporting: _____

18. Have you received a copy of the *Parsonage Inspection Form* which accurately reflects the condition of the parsonage?

Yes No Date of Inspection: _____

19. Have you been given clear information on how maintenance issues are to be addressed? Yes No

20. List any maintenance issues which have been brought to the attention of the trustees that are currently unresolved:

21. Do pets reside within the parsonage? Yes No

22. Is smoking permitted within the parsonage? Yes No

23. Are you aware of your responsibilities in relation to occupancy of a parsonage in accordance with the UNY Clergy Housing Policy? Yes No

Please provide copies to: Superintendent, Pastor, Parsonage Committee, Trustees, and S/PPRC