

PARSONAGE CHECK LIST

¶2532.4 The Book of Discipline of The United Methodist Church 2008 states that the chair of the Parsonage Committee, if one exists, and/or the chair of the Trustees, and the chair of the S/PPRC and the Pastor shall make an annual review of the church-owned parsonage to ensure proper maintenance. This checklist has been developed to assist you in this review and the report of your findings to the charge/church conference. Please check off items completed or mark a date when you anticipate completion. Please write the number of rooms/fixtures beside the appropriate checklist item.

Bold type indicates STANDING RULES MINIMUM STANDARDS FOR A PARSONAGE

Italic type indicates additional standards that are desirable but not required to meet minimum standards

*Required by The Book of Discipline of The United Methodist Church 2008 for newly purchased or constructed parsonages

- Adequate yard & play space for children and privacy for the parsonage family**
- Adequate parking and garage adequate for one car and storage**
 - Adequate parking and garage adequate for two cars and storage*
- Three bedrooms (1 master and 2 with at least 120 sq ft. each) and adequate closet space**
 - Fourth room suitable for bedroom and/or parsonage office*
 - One room that can be used as a bedroom by a person with a disability on the ground floor**
- One and a half baths (at least one with shower) and linen closet**
 - One fully accessible bathroom on the ground floor**
- Utility area with automatic washer and dryer**
 - Fully accessible laundry facilities on the ground floor**
- Family Room/Recreation Room**
- Carpeted Living Room**
 - 20'x25' area for entertaining*
- Dining Area**
 - Separate Dining Room*
- Kitchen with sufficient cabinets, work space, and refrigerator-freezer**
 - Separate freezer facilities*
- Automatic Whole house heating and air conditioning**
- Insulation, storm windows, storm doors and screens or equivalent**
- Water Softener if necessary**
- Permanent TV tower/antenna or provision of basic cable service for one set**
- Provide telephone service for private use of the parsonage family. Charge is responsible for basic rate of parsonage phone and any church related long distance calls.**
- Appropriate draperies and window coverings**

ONGOING STEWARDSHIP/MAINTENANCE OF PARSONAGE

The parsonage family is responsible for proper and timely attention to household routines such as lawn mowing, house cleaning, yard and house orderliness and routine protection and care of the house. The parsonage family is also responsible for repair of damages beyond normal wear and tear caused by the family, pets, or hobbies both at the time of occupying and when vacating the parsonage at a pastoral change. The pastor and church/charge cooperate to assure the parsonage is in good repair when a pastoral change takes place.

The church/charge is responsible for the following:

- Budgeting an adequate amount for maintenance, repairs, and improvements**
- Prompt repair and maintenance of church/charge owned furnishings and appliances**
- Extermination of household pests where required**
- Care of permanent plantings (shrubs, shade & other trees)**
- Draperies and carpet professionally cleaned as needed at church expense**
- Regular painting both inside and out**
- Roof in proper repair and condition**
- Installation and maintenance of an adequate number of smoke detectors**
- Installation and maintenance of a carbon monoxide detector (Required by Illinois State Law Public Act 094-0741)**
<http://www.ilga.gov/legislation/publicacts> <http://www.state.il.us/osfm/>
- Installation and maintenance of a gas leak detector in parsonages with LP or natural gas**
- Annual testing of Radon levels- report to be attached to Charge Conference Parsonage form. (Kits are available through hardware/home improvement stores or through the local extension or health department office. Testing should be done between the months of October and March.) For more information on Radon testing or correction of Radon levels above 4 pCi/L call the Illinois Department of Nuclear Safety (IDNS) at 1-800-325-1245 or check the IDNS website at www.state.il.us/idns**
- Annual testing of the water supplied to the parsonage at the expense of the church-report to be attached to Charge Conference Parsonage form including information on action taken to supply adequate and consumable water through a sufficient water source and/or filtering/purifying systems**
 - a. In towns and cities attach a report from the supplying water company for the parsonage's geographical water source.**
 - b. Churches with parsonages whose water source is a well should request a test kit from their local health department for testing of nitrates and coliform bacteria. The public health department can also refer you to a private lab for the testing of organic and inorganic chemicals.**

In the space below, please share your plans and timeline for replacement of the present parsonage.