

## PARSONAGE REPORT TO THE CHARGE/CHURCH CONFERENCE Illinois Great Rivers Conference

<b>CHURCH/CHARGE</b>		<b>DISTRICT</b>	Iroquois River
<b>FOR THE YEAR</b>		<b>PARSONAGE ADDRESS</b>	
Person(s) residing in the parsonage:	<b>Pastor</b> <input type="checkbox"/>	<b>Associate</b> <input type="checkbox"/>	<b>Other Staff</b> <input type="checkbox"/> <b>Renter (If parsonage is rented)</b> <input type="checkbox"/>

**STANDARDS:**

1. Has an on-site evaluation of the parsonage and premises been completed this year by the Pastor-Parish Relations Chairperson, the Parsonage Committee Members, the Chairperson of the Trustees, and the Pastor? (§2532.4) <b>(NOTE: This report will not be received if an inspection has not been done.)</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. Have the Trustees/Parsonage Committee studied the Standards for the Parsonage Home as found in the Conference Standing Rules (see most recent Journal-Yearbook of the Conference, Vol. 2)? [See back of form for those Rules.]	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. Does the parsonage meet those Minimum Standards?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4. If not, what is being done to bring the parsonage up to the minimum standards?		

**HOUSE:**

1. Approximate date when house was built			
2. Square footage of parsonage			
3. Number of stories			
4. Number of rooms	second floor	first floor	basement
5. Number of bedrooms	second floor	first floor	basement
6. Number of bathrooms	second floor	first floor	basement
7. Is there a garage? Yes <input type="checkbox"/> No <input type="checkbox"/>	one car	two car	
8. Is there a basement? Yes <input type="checkbox"/> No <input type="checkbox"/>	If so, is it	finished <input type="checkbox"/>	unfinished <input type="checkbox"/>
9. Is the parsonage handicapped accessible? Yes <input type="checkbox"/>	No <input type="checkbox"/>		
If not, what would need to be done to make the home accessible?			

10.

What equipment is owned by the church? (* - Required)	Washer* <input type="checkbox"/>	Dryer* <input type="checkbox"/>	Dishwasher <input type="checkbox"/>
	Disposal <input type="checkbox"/>	Freezer <input type="checkbox"/>	Water Softener <input type="checkbox"/>
	TV Antenna <input type="checkbox"/>	Cable <input type="checkbox"/>	Other <input type="checkbox"/>
	Air Conditioner <input type="checkbox"/>	Central or <input type="checkbox"/>	Window <input type="checkbox"/>

11.

What were the utility costs last year? (Show Twelve Month Period)	Gas/Fuel Oil	\$	Electric	\$
From	Water	\$	Phone Basic Rate)	\$
To	Garbage Service	\$	Cable TV	\$

12.

Did the charge reimburse any heating costs during the above period?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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13.

What repairs and decorating have been done since last report?	
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14.

What is planned for future repairs and enhancement?	
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15.

Show the date when was the parsonage was last tested for Radon.		Test Result #	
(NOTE: This testing is required to be done every year by action of the 2002 IGRAC session. Copy must be attached here.)			
If the results were above 4.0 what plans are being made to correct the situation?			
How many Carbon Monoxide Detectors are in place , in accordance with Illinois State Law?			

16. In accordance with Standing Rule VI C 5, the parsonage water supply must be tested every year, regardless of the source, and it shall be done at the expense of the church/charge. If a public water source is used, their testing results may be used. (Standing Rules are printed in the conference journal.)

Show Date of last Water Test, indicate from which source, and attach copy here.		Public Water Source	<input type="checkbox"/>	Private Well	<input type="checkbox"/>
If results indicated the water is unsafe for human consumption, what plans are being made to correct the situation or what has been done to correct it?					

17.

What amount has been budgeted for the parsonage maintenance repairs?	\$
(A guideline would be 2 ½ % to 5% of the replacement cost of the parsonage.)	

Chairperson \_\_\_\_\_  
 Date of Report \_\_\_\_\_

(5 Copies: District Superintendent, Pastor, Recording Secretary, Pastor Parish Relations Chairperson, Trustee Chairperson)

**IGRC Standing Rules Related to Parsonage Standards**  
 [From Standing Rules, VI. LOCAL CHURCH MATTERS, C. Housing]

Standards for the Parsonage Home

- a. A parsonage may be owned and maintained by a church, a pastoral charge or the Annual Conference.
- b. Any new parsonage being purchased or built shall comply with the provisions of ¶2543 of the 2008 The Book of Discipline.
- c. Deeds for such parsonages shall comply with the *Trust Clauses in Deeds*, (¶2503, 2008 The Book of Discipline).
- d. In considering the location of a new parsonage, the positive witness of a commitment to the neighborhood and community shall be considered.
- e. Parsonages shall have an adequate yard and play space for children (not necessarily next to the church). The parsonage shall provide privacy for the minister's family and have adequate parking.
- f. The parsonage shall have at least 3 bedrooms (one master and two with at least 120 square feet each) with adequate closet space for each; at least one and a half baths, one with a shower, with adequate linen closets; family or recreation room; living room, dining area, kitchen with sufficient cabinets and work space; coat closet near front entrance where possible; adequate accessible storage space well distributed throughout the house; garage adequate for one car and storage; insulation; storm windows, storm doors and screens or equivalent; utility area with hookups for laundry appliances.
- g. The parsonage shall have automatic whole house heating and air conditioning; water softener if necessary; permanent functioning television tower and antenna or basic cable service for one set (if a permanent tower and antenna exists, all charges for cable are the responsibility of the resident); modern cooking facilities; refrigerator-freezer; automatic washer and dryer; draperies or appropriate window coverings in all rooms; well-kept floor coverings for all rooms (carpet for living room and other suitable areas) and extermination of household pests where required.
- h. Additional Desirable Standards (not required to meet minimum standards): Four bedrooms (one suitable for study in addition to church study; area 20' x 25' for entertaining; separate dining room; separate freezer facilities; appropriate floor coverings; garage adequate for two cars and storage.

Maintenance

- a. The parsonage family shall be good stewards of the property entrusted to them. They are 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 and its appurtenances.
- b. Furnishings provided by the church should be maintained by the church. Drapes and carpets should be professionally cleaned as needed, at church expense.
- c. The church/charge shall be responsible for: regular painting, inside and out, good roof, prompt repairs.
- d. The parsonage shall be tested for radon in localities where it is deemed desirable and corrective action taken if necessary.
- e. An adequate number of smoke detection devices shall be installed in and maintained for the parsonage.
- f. The care of permanent plantings (shrubbery, shade and other trees) shall be the responsibility of the church/charge.
- g. On multiple church charges a percentage of yearly maintenance shall be paid by each local church, on a basis determined by the Charge Conference.

Long-Term Stewardship

- a. The church/charge shall be good stewards of the property entrusted to them by providing an annual budget sufficient to provide for quality long-term maintenance.

- b. When a pastoral change takes place, the church/charge shall ensure that the parsonage is clean.