

ANNUAL PARSONAGE REVIEW REPORT

“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 churchowned parsonage to ensure proper maintenance.” (§ 2532.4 2004 Discipline)
To assure that proper review and care has been provided, the following information should be reviewed and updated annually.

CHARGE _____ Date _____

Location of the Parsonage _____
(Street address if possible) _____

Please attach pictures of the front and back of the house. Other interior pictures would also be helpful.

EXTERIOR

Siding:

Type of House Siding (ie clapboard, vinyl, steel, stucco, brick): _____

Condition of exterior: _____

Date of last maintenance to exterior? _____

Please describe the work done: _____

Windows:

Condition of windows: _____

Are the windows insulated glass? ____ Yes ____ No

Roof:

Type of Roofing (ie. asphalt/fiberglass shingles, tile, etc.): _____

Year roof installed: _____

Condition of Roof: _____

Condition of gutters and downspouts: _____

Yard:

Condition of lawn, trees, shrubs, etc.: _____

Does the church provide for fertilizing/insecticide? ____ Yes ____ No

Does the church provide a lawn mower? ____ Yes ____ No Snow blower? ____ Yes ____ No

Is there a lawn sprinkler system? ____ Yes ____ No

Is there a storage shed for yard tools? ____ Yes ____ No

Garage:

Number of stalls: _____ Dimensions of the garage: _____ x _____

Is the garage well lighted? ____ Yes ____ No Do the locks work properly? ____ Yes ____ No

Is there automatic door opening? ____ Yes ____ No

Is the garage attached to the house? _____ Detached from the house? _____

Is the garage insulated? ____ Yes ____ No Heated? ____ Yes ____ No

INTERIOR

Number of rooms in the parsonage:

Number of bedrooms:

Number of bathrooms: 2

Living Room: Room dimensions: _____ x _____

Type of floor covering: _____ Year the floor covering was installed: _____

Condition of floor covering: _____

Are the walls papered or painted? _____ Year walls were papered or painted: _____

Condition of walls: _____

Describe the window treatment: _____

Condition of window treatment: _____ Date professionally cleaned: _____

Dining Room: Room dimensions: _____ x _____

Type of floor covering: _____ Year the floor covering was installed: _____

Condition of floor covering: _____

Are the walls papered or painted? _____ Year walls were papered or painted: _____

Condition of walls: _____

Describe the window treatment: _____

Condition of window treatment: _____ Date professionally cleaned: _____

Family Room: Room dimensions: _____ x _____

Type of floor covering: _____ Year the floor covering was installed: _____

Condition of floor covering: _____

Are the walls papered or painted? _____ Year walls were papered or painted: _____

Condition of walls: _____

Describe the window treatment: _____

Condition of window treatment: _____ Date professionally cleaned: _____

Kitchen: Room dimensions: _____ x _____

Type of floor covering: _____ Year the floor covering was installed: _____

Condition of floor covering: _____

Are the walls papered or painted? _____ Year walls were papered or painted: _____

Condition of walls: _____

Describe the window treatment: _____

Condition of window treatment: _____ Date professionally cleaned: _____

Utility Room: Room dimensions: _____ x _____

Type of floor covering: _____ Year the floor covering was installed: _____

Condition of floor covering: _____

Are the walls papered or painted? _____ Year walls were papered or painted: _____

Condition of walls: _____

Describe the window treatment: _____

Condition of window treatment: _____ Date professionally cleaned: _____

Bathroom # 1: Room dimensions: _____ x _____

Type of floor covering: _____ Year the floor covering was installed: _____

Condition of floor covering: _____

Are the walls papered or painted? _____ Year walls were papered or painted: _____

Condition of walls: _____

Describe the window treatment: _____

Condition of window treatment: _____ Date professionally cleaned: _____

Bathroom # 2: Room dimensions: _____ x _____

Type of floor covering: _____ Year the floor covering was installed: _____

Condition of floor covering: _____

Are the walls papered or painted? _____ Year walls were papered or painted: _____

Condition of walls: _____

Describe the window treatment: _____

Condition of window treatment: _____ Date professionally cleaned: _____

3

Bathroom # 3: Room dimensions: _____ x _____

Type of floor covering: _____ Year the floor covering was installed: _____

Condition of floor covering: _____

Are the walls papered or painted? _____ Year walls were papered or painted: _____

Condition of walls: _____

Describe the window treatment: _____

Condition of window treatment: _____ Date professionally cleaned: _____

Master Bedroom: Room dimensions: _____ x _____

Type of floor covering: _____ Year the floor covering was installed: _____

Condition of floor covering: _____

Are the walls papered or painted? _____ Year walls were papered or painted: _____

Condition of walls: _____

Describe the window treatment: _____

Condition of window treatment: _____ Date professionally cleaned: _____

Bedroom # 2: Room dimensions: _____ x _____

Type of floor covering: _____ Year the floor covering was installed: _____

Condition of floor covering: _____

Are the walls papered or painted? _____ Year walls were papered or painted: _____

Condition of walls: _____

Describe the window treatment: _____

Condition of window treatment: _____ Date professionally cleaned: _____

Bedroom # 3: Room dimensions: _____ x _____

Type of floor covering: _____ Year the floor covering was installed: _____

Condition of floor covering: _____

Are the walls papered or painted? _____ Year walls were papered or painted: _____

Condition of walls: _____

Describe the window treatment: _____

Condition of window treatment: _____ Date professionally cleaned: _____

Bedroom # 4: Room dimensions: _____ x _____

Type of floor covering: _____ Year the floor covering was installed: _____

Condition of floor covering: _____

Are the walls papered or painted? _____ Year walls were papered or painted: _____

Condition of walls: _____

Describe the window treatment: _____

Condition of window treatment: _____ Date professionally cleaned: _____

Office/Den: Room dimensions: _____ x _____

Type of floor covering: _____ Year the floor covering was installed: _____

Condition of floor covering: _____

Are the walls papered or painted? _____ Year walls were papered or painted: _____

Condition of walls: _____

Describe the window treatment: _____

Condition of window treatment: _____ Date professionally cleaned: _____

Basement:

What finished living spaces are in the basement? Please describe: _____

Does each basement bedroom have an egress window? ____ Yes ____ No

4

CONDITION OF

*Stove/oven: _____ Purchase Date: _____

*Refrigerator/freezer: _____ Purchase Date: _____

*Clothes washer: _____ Purchase Date: _____

*Clothes dryer: _____ Purchase Date: _____

+Microwave oven: _____ Purchase Date: _____

+Dishwasher: _____ Purchase Date: _____

+Garbage disposal: _____ Purchase Date: _____

+Freezer: _____ Purchase Date: _____

+Water conditioner: _____ Purchase Date: _____

+Lawn mower: _____ Purchase Date: _____

+Snow blower: _____ Purchase Date: _____

+Other: _____ Purchase Date: _____

GENERAL INFORMATION

How old is the house? _____

Has there ever been any damage to the house due to natural disaster – wind, hail, fire, flooding, sewer backup, sump pump failure? If so, please describe the damage: _____

What was done to mitigate the damage? _____

Has there been/is there mold in the house? If so, please describe the damage: _____

What was done to mitigate the damage? _____

Has the mold mitigation been documented by a licensed inspector? ____ Yes ____ No

Energy Efficiency:

Has an energy audit been done? ____ Yes ____ No Please attach the results of the audit.

Condition of storm doors: _____

Condition of storm windows: _____

Type of heating: _____ Gas ____ Electric ____ Other ____

Is the heating/cooling system high efficiency? ____ Yes ____ No Year installed: _____

Year heating system professionally inspected: _____

Water heater: Gas ____ Electric ____ Date water heater installed: _____

Air conditioning: central ____ window ____ none ____ other ____ Year installed: _____

Year air conditioner professionally inspected: _____

Safety:

Are there smoke alarms? ____ Yes ____ No Are there fire extinguishers: ____ Yes ____ No

Year fire extinguisher were professionally inspected: _____

Are there carbon monoxide detectors? ____ Yes ____ No

General Care:

Pastoral family care:

Does the pastoral family provide adequate care for the home? _____

Does the pastoral family have pets? _____ Does this create damage/odors? _____

Is the furnace room kept free of clutter? _____

Is the garage kept free of trash and clutter? _____

Is the yard kept well trimmed? _____

5

Church care:

Does the insurance provide for replacement costs? _____

Note: The church does not provide insurance for the personal property of the parsonage family.

Location of manuals and warranties for appliances: _____

What maintenance, upkeep, repair, remodeling work has been done this last year? _____

What work will be done in the coming year? _____

What future projects are planned? _____

What is the annual budget for general upkeep of the parsonage? \$ _____

How will future major repairs, remodeling or purchase of a new house be funded? _____

What is the approximate annual cost of utilities, including gas, electricity, water conditioner, water and sewer, cable TV, phone (less long distance)? \$ _____

Staff Parish Relations Chairperson Trustees Chairperson

Pastor

Copies to: Staff Parish Relations Committee, Trustees, Pastor, District Superintendent, church files.

Parsonage Standards **Revised: June 2011**

Proposal: Parson Standards Task Force

Members: Revs. Greg Kroger, Bob Ruedebusch, Dean Trapp, Judy Banwart, Steve Ahles, Lori Broschat, Dan Bader and Bob Cappel

Purpose: The Dakotas Conference policy is that a parsonage or housing allowance shall be provided for each clergy appointed with each charge making that determination.

However a parsonage is preferred. The following guidelines should be considered with providing a parsonage. "Housing shall not be considered as part of compensation or remuneration, but shall be considered as means provided by the local church, and for the convenience of the local church to enable its ministry and the itinerant ministry of the Annual Conference."

A clergy couple appointed to a Charge needs to be provided with only one parsonage.

- In Mission congregations or in congregations with characteristics of a mission congregation housing arrangements will be negotiated per paragraph 259.1.a. 4 (2008 Discipline)

I. Standards for Parsonage Furnishings

A. Heating system with humidifier and dehumidifier as needed.

B. Central air conditioning or adequate window air conditioning.

C. Hot water heater. In areas of problem water, proper water conditioning equipment should be provided and the church/charge is responsible for the salt. Also available is water conditioning equipment that could be used that doesn't require salt.

D. Modern kitchen range and oven with exhaust fan, garbage disposal, refrigerator with freezer, and dishwasher.

E. Washer and dryer of at least standard laundry size.

F. Bundled package of basic cable television or dish, along with landline phone and internet.

G. Lawn mower and snow blower. Lawn care and snow removal could be provided after discussion with SPPRC.

H. Appropriately placed smoke alarms. Carbon monoxide detectors in only those homes with natural gas, fuel oil or propane gas.

I. Appropriate window treatments: including drapes, curtains, blinds, or decorator shades be provided in all windows. All materials shall be fire retardant.

J. Floors on main level(s):

1) Carpet in living room and dining room or adequate substitute such as attractive hardwood floor with appropriate rugs.

2) Entry way halls should fit the décor of the living room and dining room

3) Kitchen: good grade of tile, linoleum or kitchen carpeting.

4) Bathroom: good grade of tile or linoleum.

5) Other rooms: i.e. bedroom, den, etc., carpeting or other covering or well finished wood.

51

Pets: The Clergy leaving a Charge shall be financially liable for any damage to the parsonage above and beyond the normal wear and tear of family living, and for problems created by pets or neglect. If such a situation occurs the District Superintendent shall be informed for inspection. If a church and the DS agree there is damage from a pastor's pets upon entering a new appointment, if that pastoral family insists on having pets, they must provide a damage deposit equal to the repair and replacement costs incurred in their prior parsonage.

II. On-Going Conditions:

A It is suggested that at least 2% per annum of the insured value of the parsonage be placed in the church budget of the Trustees for parsonage repair, decorating and refurbishing.

B. It is the responsibility of the clergy leaving a Charge to fully and properly clean the parsonage. How this will be accomplished will be determined in consultation with the Pastor Parish Relations Committee.

C. When a pastoral change takes place, the Board of Trustees shall evaluate the needs of the parsonage and refurbish accordingly. The clergy leaving the Charge shall inform the Board of Trustees of structural problems or appliances that need repair or replacement.

D. Suitable location with consolation of the District Board of Church Building and Location.

E. Safe and dependable water supply.

F. The parsonage should be a minimum of 2500 sq. feet of living space (less than 2500 sq. feet to be negotiated with District Superintendent and District Board of Church Location and Building.

G. After approving a purchase proposal, the charge conference shall be deemed to have authorized and directed the Board of Trustees to proceed with the purchase. In the case of the purchase of a parsonage, the Board of Trustees shall either;

1. Purchase a parsonage that has on the ground floor level:

- One room that can be used as a bedroom by a person with a disability;

- One fully accessible bathroom; and

- Fully accessible laundry facilities, or

2. Purchase a parsonage without the accessible features for persons with disabilities specified above and remodel it within one year's time, so that it does have those features.

III. Recommended Parsonage Standards

A. General appearance inside and outside: Good

B. Sidewalks to garage and front street.

C. Play area in back.

D. Yard maintained by church (fertilizer and insecticide provided by church).

E. One car garage with storage. Garage has lights and electrical outlets.

F. Insulated glass windows or regular glass with combination storm windows and storm doors.

G. Fully insulated (walls and ceilings).

H. Three bedrooms above ground. Master bedroom shall be at least 150 sq. feet. If two story, one bedroom shall be on the main floor.

I. One full bath on main floor plus one three-quarter bath.

J. Modern kitchen with dining area to seat at least four. There shall be adequate counter and storage space and an adequate number of electrical outlets.

52

K. Living-dining room combination.

L. Living room and a separate family room.

M. If there is no office/study in the church, the parsonage should have a room available for an office/study. The office/study should have built-in bookshelves.

N. Adequate electrical wiring with a minimum of 200 ampere entrance box with circuit breakers.

- O. Adequate fire exits from all areas of the house, especially the basement. Fire extinguishers on all levels.
 - P. Adequate storage areas.
- IV. Recommended Parsonage Standards: Preferred
- A. General appearance inside and outside: Excellent
 - B. Sidewalks to garage and front street.
 - C. Play area in back.
 - D. Yard maintained by church (fertilizer and insecticide provided by church)
 - E. Two-car garage and storage. Garage has lights and electrical outlets.
 - F. Insulated glass windows or regular glass with combination storm windows and storm doors.
 - G. Insulation installed which meets minimum standards recommended for maximum energy efficiency as determined by the Energy Commission.
 - H. Three bedrooms above ground with a minimum of 130 sq. feet. Master bedroom shall be at least 180 sq. feet. Adequate light closets. If two-story, one full bathroom and one bedroom shall be on the main floor.
 - I. One full bath plus one three-quarter bath adjoining master bedroom. One bath must be on main floor.
 - J. Modern kitchen with dining area to seat at least six. There shall be adequate counter and storage space, and an ample number of electrical outlets.
 - K. A separate dining room.
 - L. Large living room with family room removed from it so that activities in one do not disturb person in the other.
 - M. If there is no office/study in the church, the parsonage should have one that has a separate outside entrance. The office/study should have built-in bookshelves.
 - N. Adequate electrical wiring with a minimum of 200 ampere entrance box with circuit breakers. All wiring shall meet at least the National Electric Code minimum standard.
 - O. Adequate fire exits from all areas of the house; especially the basement. Fire extinguishers on all levels.
 - P. Adequate storage space.
- V. Pastor's Responsibility
- A. The parsonage family shall practice good stewardship of parsonage property and will be held financially accountable for damage other than normal wear and tear. They shall keep the parsonage in neat appearance. Upkeep, repair, and redecorating will be done in consultation with the local church parsonage (trustees) Committee. The parsonage family shall leave the parsonage as good as or better than it was when they moved into the dwelling.
 - B. The pastor should keep the parsonage (trustees) committee informed of maintenance needs throughout the year between annual reviews.
 - C. The pastor and the parsonage (trustees) committee shall inspect the parsonage together at the time of a change of pastors. The location of guarantees and operating instructions for parsonage equipment should be designated for the benefit of the incoming pastor.
 - D. Disputes between the pastor and the local church concerning the parsonage shall be referred to the District Superintendent for negotiation and settlement.

VI. The Parsonage Review and Report

A. In accordance with the 2008 Book of Discipline, Paragraph 258, 2.g 16: The chairperson of the Committee on Staff Pastor Parish Relations, chairperson of the Board of Trustees and pastor shall make an annual review of the church owned parsonage to assure proper maintenance.

B. A log book shall be used by the local church and Board of Trustees recording the outcome of the inspection of the parsonage on an annual basis. Using the form by the conference, the inspection should be for termites, varmints and radon. The results of the inspection, should include a list of the repairs or upgrades to fix the problem.