

Final Parsonage Inspection Form

(Done on day of pastoral move AFTER parsonage is empty and BEFORE pastor leaves)

Church/Charge Name: _____

Parsonage Full Address: _____

Date of Inspection _____

Names of people present (virtually or in person) for inspection: _____

Please check one of the following as to the condition of the parsonage:

☐ We found the parsonage to be in satisfactory condition.

☐ We did not find the parsonage to be in satisfactory condition.

Please list concerns about the condition of the parsonage which may need to be addressed with the pastor:

If the parsonage was not found to be in satisfactory condition, please check one of the following:

☐ The S/PPRC and Trustees chairpersons have talked with the pastor and the issue has been settled as follows:

☐ We request assistance in resolving the issue. Please contact your District Superintendent *immediately*.

Signed at Final Inspection:

S/PPRC Chairperson _____

Pastor _____

Please return to your District Superintendent within one week of the inspection.

Please use the Conference Parsonage Standards Policy as a reference. It is located on pages 245-247 of the 2023 Dakotas Annual Conference Journal. Relevant journal excerpts about parsonages in pastoral change have been provided in the 2024 Dakotas Moving Packet.

Things to Be Done Before Pastor's Moving Day to Assist Transition

Following is a reminder list of tasks to be completed before a pastor leaves the present charge. Please leave this completed list as a record in a place where the incoming pastor will be sure to find it along with relevant documents. Not all items may be relevant in your context.

Attention to these things will help ensure a smooth transition. Thank you!

	CHURCH ADMINISTRATION	Done	Delegated to whom? Where is it located? or Who has it?
1.	List of Shut-ins		
2.	List of those needing close pastoral care (recently bereaved, seriously ill, etc.)		
3.	Membership rolls brought up-to-date (have contact information available)		
4.	Constituency/New members prospect list		
5.	List of students and persons in the service		
6.	Marriages, baptisms, etc. recorded		
7.	Schedule of weddings, anniversary celebrations, baptisms, etc. already planned (with names & contact information)		
8.	Funeral homes with contact information		
9.	List of current officers and committees; others with regular responsibility, such as ushers, etc.		
10.	Church Budgets- include dates Pastor is paid and other important information about payments		
11.	Traditions- seasonal observances, church anniversary, etc. Comments and description		
12.	List of usual communion dates		
13.	Emergency funds for needy- where are the funds kept, what is the policy		
14.	List of hospitals (locations and contact info)		
15.	Local pastors and associations (including ecumenical groups)		
16.	Location of church official documents		
17.	COMPUTERS: If you have your own computer, be sure to leave a printed copy of all information pertaining to the church as well as a flash drive. Remember to leave passwords and file names for all church owned computers.		
18.	Summary of recent history		
19.	List of all employees and job descriptions		

	THE CHURCH BUILDING:	Done	Delegated to whom? Where is it located? or Who has it?
1.	Leave set of keys, identified with labels		
2.	List of building use policies (include open hours, use of building by others, etc.)		
3.	List of future maintenance needs discussed with Trustees and/or observed by Pastor		
4.	With Trustees Chair, arrange for cleaning of Pastor's study		
5.	Who is responsible for locking and unlocking the building?		

	PARSONAGE	Done	Delegated to whom? Where is it located? or Who has it?
1.	Leave set of keys, identified with labels		
2.	File of information about appliances		
3.	List of repair persons and service companies		
4.	Notebook/File of repairs and maintenance; any information regarding flowers/shrubs, etc.		
5.	Fuse box with identified circuits		
6.	With Trustees Chair, arrange for cleaning of parsonage when empty		
7.	With SPRC, arrange for someone to welcome new family when they arrive		
8.	List of doctors, dentists, lawyers, vets and other services		
9.	List of local recreational facilities, community organizations, etc.		
10.	List banking facilities, cable companies, utility companies, phone companies		
11.	Trash pickup and recycling information		
12.	Names of church/parsonage neighbors		
13.	After parsonage is empty, complete final parsonage inspection form with SPRC Chair, Board of Trustee Chair and Pastor who is moving out. Send form to District Office.		