

Initial Parsonage Inspection Form

Within 10 days of the move announcement, the Initial Parsonage Inspection Form must be completed and submitted to the move coordinator, Brandon Vetter, by email at brandon.vetter@dakotasumc.org. If more than two days is needed to prepare the parsonage for the next pastor, this must be noted on the Initial Parsonage Inspection Form. Your request will be considered, however, but not guaranteed.

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

No parsonage.

Parsonage is in good condition and no improvements are needed.

Normal wear and are planning the improvements described below.

Damage beyond normal wear and are planning the improvements described below.

Normal Wear/Planned improvements: _____

If damaged beyond normal wear was found, please check one of the following.

The S/PPRC and Trustees Chairs have met with the pastor and the issue was settled as stated below.

Damage beyond normal wear settled as follows:

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

We require more than 2 days to complete the improvements.

Amount of time needed to complete improvements between when the current pastor moves out and the new pastor moves in: _____

What improvements will be completed in the extra time requested: _____

Your request will be considered during the scheduling of pastoral moves but cannot be guaranteed.

Signatures

Pastor _____

SPRC Chair/Member participating in Inspection _____

Trustees Chair/Member participating in 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.