

## Initial Parsonage Inspection Form

This form is due within 10 days of the move announcement to Brandon Vetter.

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:** \_\_\_\_\_

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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.*