

Annual Report on the Parsonage

The chairperson of the committee on pastor-parish relations, the chairperson of the board of trustees, and the pastor shall make an annual review of the church-owned parsonage to assure proper maintenance.

Parsonage Checklist

District: _____

For Year Ending: _____ Date of last parsonage review: _____

Church/City: _____

Parsonage Physical Address: _____

Occupied by: Senior Pastor _____ Associate Pastor _____ Other _____

_____ # of bedrooms
_____ Living Room or Great Room
_____ Screen Porch
Garage: (one car) (two car) (three car)
Laundry Area: (indoor) (outdoor)

_____ # of bathrooms
_____ Dining Room
_____ Fenced Yard

_____ Family Room
_____ Study
_____ Secure Storage Area
_____ Carport

1. Outside:

A. House:

1. Outside appearance is:

Excellent Good Fair Poor

Needs work
(explain):

2. Condition of the following is:

(Please indicate - E-excellent, G-good, F-fair, P-poor)

_____ Roof
_____ Windows
_____ Garage
_____ Doors
_____ Chimney

_____ Gutters
_____ Septic/Drain System
_____ Pump/Well
_____ Exterior paint/finish of house

_____ Trim
_____ Screens
_____ Mail receptacle

B. Yard:

1. Appearance of the yard is:

Excellent Good Fair Poor

Needs work (explain):

2. Condition of the following is:

(Please indicate - E-excellent, G-good, F-fair, P-poor)

_____ Lawn/grass _____ Irrigation system _____ Shrubbery _____ Trees

3. Who has responsibility for yard upkeep?: Pastor Church
4. If Pastor is responsible for yard upkeep, does the parsonage have the following equipment?:
 Gas mower _____ Trimmer _____ Weed eater _____
 Rake _____ Shovel _____ Electric or gas hedge trimmer _____
 Other (list): _____

2. Inside:

- A. Does the parsonage have the following equipment?
 Stove _____ Dishwasher _____ Microwave _____ Water Softener _____
 Freezer _____ Washer _____ Dryer _____ Garbage disposal _____
 Hot water heater (40 gal min) _____ Vacuum cleaner _____
 Refrigerator w/ freezer _____
 Other (list): _____

- B. How is the heating/cooling system accomplished?
 Gas Electric Heat pump
 Is the heating/cooling system adequate? yes no

- C. Please provide the following dates:

	<u>Annual Inspection Date</u>	<u>Treatment</u>	<u>Treatment Date</u>
1. Pest control	_____	yes <input type="radio"/> no <input type="radio"/>	_____
2. Termite	_____	yes <input type="radio"/> no <input type="radio"/>	_____
3. Ductwork	_____	yes <input type="radio"/> no <input type="radio"/>	_____

<u>Regular Maintenance Dates</u>	
1. Annual carpet cleaning _____	3. Exterior Painting _____
2. Chimney Sweeping _____	4. Interior Painting _____

- D. Other items:

1. Is the house adequately insulated? yes no
2. Are there sufficient electrical outlets in all rooms? yes no
3. Are there functional smoke detectors? yes no
4. Are there functional fire extinguishers? yes no
5. Is the telephone system adequate? yes no
6. Is the house wired for basic cable or satellite? yes no
7. Is the house wired for Internet? yes no
8. Is there monitored security for entire house? yes no
9. Is there regular pest control treatment? yes no
10. Are there quality window coverings in neutral colors that insure privacy?
yes no
11. Are there quality floor coverings in neutral colors that are durable and easy to maintain?
yes no

3. Parsonage Family Concerns

- A. Has there been input from the parsonage family regarding their housing needs?
yes no
- B. Does the parsonage family have adequate insurance coverage on personal property and furnishing?
yes no
- C. What pets does the parsonage family have? _____
(It is important to note that any damage or additional wear and tear on the parsonage, due to pets, is the responsibility of the parsonage family.)

4. Committee Concerns

A. Is the parsonage well maintained by the parsonage family:
 Excellent Average Poor

B. Comments:

C. Indicate repairs and replacements needed and desired in the coming year and approximate cost.

D. What financial provision is made for the upkeep of the parsonage?

E. If the parsonage is for a multi-church charge, how are the expenses shared?

5. Please include a current picture of your parsonage

6. Please attach a current inventory of church owned parsonage furniture.

7. The maintenance / repairs listed below need attention:

Signed: _____
Chairperson of the Trustees / Parsonage Committee

Signed: _____
Chairperson of the Pastor Parish Relations Committee

Signed: _____
Pastor / Occupant of the Parsonage

Date of Parsonage Annual Review: _____