

**Charge Conference Parsonage Report**  
(To be completed by the Parsonage Committee or Trustees)

Charge: \_\_\_\_\_ Pastor: \_\_\_\_\_ Date: \_\_\_\_\_

District: \_\_\_\_\_ District Superintendent: \_\_\_\_\_

Address: \_\_\_\_\_

Number of bedrooms: \_\_\_\_\_ Number of bathrooms: \_\_\_\_\_ full \_\_\_\_\_ half

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1. Has there been an attic-to-basement review of the parsonage by the Pastor, his/her Spouse (if applicable), Parsonage Committee or the Chair of the Pastor-Parish Relations Committee and the Chair of the Trustees (§258.2g(16)) this year?      Yes      No
  
2. What is the general condition of the parsonage?
  
  
  
  
  
  
  
  
  
  
3. Are members of the Parsonage Committee and Trustees familiar with the current edition of the **Clergy Housing Guidelines and Policies**?      Yes      No
  
  
  
  
  
  
  
  
  
  
4. After reviewing the **Guidelines**, in what ways does the current parsonage not meet the **Goals for a Parsonage**? What items can be addressed by the church? How are/will these be addressed?
  
  
  
  
  
  
  
  
  
  
5. Does this parsonage provide the items listed under the **Furnishings and Equipment** section of these **Guidelines**?      Yes      No  
If not, what is not provided?

6. Are there furnishings and/or appliances that need to be replaced? Repairs which need to be made or added?

A. Recommendations:

1.

2.

3.

4.

5.

B. Steps taken to meet each recommendation:

1.

2.

3.

4.

5.

6. Are pets being kept in the parsonage?      Yes      No

7. Has the pastor been made aware of his/her responsibilities should damage occur because of pets being kept in the parsonage?      Yes      No

8. Have all discarded and replaced items been removed from the premises?      Yes      No

9. Has there been periodic pest extermination in the parsonage?      Yes      No  
Frequency?

10. Is there a sufficient amount in the budget for maintenance and upkeep of the parsonage?

Yes      No

A. Are there sufficient funds for cleaning carpet as needed?      Yes      No

b. Are there funds for cleaning draperies as needed?      Yes      No

11. For insurance purposes are there at least two copies of the inventory of parsonage furnishing, including photographs of each room's furnishings, purchase dates and cost of all appliances and furnishings?      Yes      No

A. Does the pastor have a copy?      Yes      No

B. Is there a copy in the church's safety deposit box?      Yes      No

12. Has a notebook, file, or electronic record been compiled of pertinent information as to purchase date and place, warranty, repair information, etc., for all items purchased for the parsonage?

Yes      No

Where is it located?

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Comments of the Pastor:

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Pastor

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Comments of the Parsonage Committee or Trustees:

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Chairperson