

LOCAL CHURCH PARSONAGE ANNUAL REPORT

For the benefit of the church, the present parsonage family, and future parsonage families, an annual on-site evaluation of the living quarters, garage, and premises shall be made. Those participating should include at least the Chairperson of the Trustees, the Chairperson of the Staff/Pastor-Parish Relations Committee, and the Pastor. (See 2020/2024 *Book of Discipline*, paragraph 2533.4) Please consult the AUMC Journal, Rule 7.48, for the Guidelines for Parsonage Standards.

Name of person completing this report: _____

Email of person completing this report: _____

Name of Church: _____

Parsonage Street Address: _____

Is the Parsonage currently rented? Yes _____ No _____

If yes, did a third party inspect the Parsonage? Yes _____ No _____

If a rental company or another report was used to complete your inspection, please attach it to this report. If no, then continue with the questions below.

Date of Inspection: _____

HEATING, VENTING AND COOLING

Are all heating and cooling equipment including chimneys, flue connections, and air ducts in good serviceable condition, well maintained, and serviced by a qualified person within the past year?

Yes _____ No _____ Comments: _____

Are HVAC and appliance exhaust systems properly vented? Yes _____ No _____

Furnace - install date, service date, and condition (new, like new, fair, repair, replace)

Air Conditioner - install date, service date, and condition (new, like new, fair, repair, replace)

Hot Water Tank - install date, service date, and condition (new, like new, fair, repair, replace)

LIGHTING AND ELECTRICAL EQUIPMENT

Has the electrical system been inspected by a competent electrical contractor recently?

Yes _____ No _____ Comments: _____

Are alterations of electrical installations made only by a qualified electrician?

Yes_____No_____

Are all fixtures, outlets, and extension cords in safe conditions? Yes_____No_____

Are extension cords used only for temporary situations? Yes_____No_____

APPLIANCES

Washer - install date, service date, and condition (new, like new, fair, repair, replace)

Dryer - install date, service date, and condition (new, like new, fair, repair, replace)

Refrigerator/Freezer - install date, service date, and condition (new, like new, fair, repair, replace)

Stove/Oven - install date, service date, and condition (new, like new, fair, repair, replace)

Are kitchen range venting hoods, filters, and ducts free of grease accumulation?

Yes_____No_____ Comments:

Are refrigerators, freezers, stoves, microwaves, washers, and dryers properly wired?

Yes_____No_____ Comments:

Is manufacturer-recommended air space provided around all large appliances?

Yes_____No_____

Other - Please list all other church-owned equipment in the parsonage here. Indicate type of equipment. Please note the condition and date of install and service of each.

PROTECTION

Is there a sufficient number of proper fire extinguishers provided? Yes _____ No _____

Comments:

Have fire extinguishers been inspected or recharged within a period of one year?

Yes _____ No _____ Please add the date of inspection or recharge as shown on the tag attached to each extinguisher.

Are smoke detector batteries checked semi-annually where warranted? Yes _____ No _____

Comments:

PUBLIC LIABILITY EXPOSURES

Are all walkways and floor surfaces safe (free of holes, uneven surfaces, cracks, carpet tears, etc.)?

Yes ___ No ___ Comments:

Are all steps in good repair and provided with handrails? Yes _____ No _____

Comments:

Has the parsonage been inspected for lead and asbestos, and proper safeguards taken?

Yes _____ No _____ Comments:

INSURANCE

Does the church and/or pastor maintain adequate property and liability insurance on the parsonage and its furnishings? Yes _____ No _____ Comments:

Is there a video or written inventory of all church-owned personal property in the parsonage stored off-site? Yes _____ No _____ Comments:

WORK COMPLETED SINCE LAST INSPECTION

List all repairs or upgrades completed in the last year.

WORK NEEDED

What repairs/upgrades/etc. are needed for the parsonage? List them giving the priority that is placed on each.

OVERALL CONDITION OF THE PARSONAGE

What is your assessment of the condition of the parsonage?

DECISION MAKERS

Who determines parsonage repairs/improvements/upgrades to be made each year?

FINANCES

What financial provision is made for the upkeep of the parsonage and its appliances and other equipment?

MAINTENANCE PLAN

What is the plan for the replacing or upgrading of the parsonage and its equipment?

Shared Parsonage Plan, if applicable

If the parsonage houses a pastor serving a two-point or larger circuit, how are expenses shared?

Signatures of those making the inspection:

Chairperson or representative of Trustees	Date
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Chairperson or representative of SPRC Parsonage Committee	Date
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Pastor	Date
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