

PARSONAGE INFORMATION
DUE AT CHARGE CONFERENCE EVERY FIVE YEARS
UNLESS MAJOR UPDATES HAVE BEEN MADE

This form is to be completed by the chairperson of the board of trustees, the chairperson of the committee on pastor/staff-parish relations, and the pastor. Please type the report as this is for a permanent file. **INCLUDE A PICTURE OF THE PARSONAGE.**

NAME OF CHURCH _____ DATE _____

ADDRESS OF PARSONAGE _____

General information:

1. Is there an active parsonage committee _____
2. Who are the members of the committee (Not their names, but their positions in the church, i.e., trustee, member at large, member of committee on PPR) _____

3. When was the parsonage built _____ Style _____
 - a. Exterior material _____ Condition _____
 - b. Square Footage _____ Lot size _____
 - c. Basement _____ Size _____ Condition _____
 - d. Condition of the roof _____
 - e. How far is the parsonage from the church _____
 - f. School system _____

4. Amount provided annually in the budget for repairs and remodeling _____

5. Are the following adequate and in good condition?
 - a. Heating system
 - 1) Type _____
 - 2) Air Conditioning _____
 - b. Plumbing _____
 - c. Water Supply
 - 1) What is the source of water _____
 - 2) What is the capacity of the hot water heater _____ Age _____
 - 3) Type of water softening equipment _____ Condition _____
 - d. Lighting and wiring & Basic Cable Service _____
 - e. Storms & Screens (Windows and Doors) _____ Condition _____

6. Is there a garage? Attached? _____ How many cars can be parked in it? _____
 Garage door opener? _____

Living Room:

1. Size _____ Carpeted _____ Color _____ Condition _____
2. Draperies: Color _____ Condition _____
3. Condition of walls/ceiling _____ Condition _____

Dining Room:

1. Is there a separate dining room? Size _____ Wall color _____
 Condition _____ Carpet Color & Condition _____

Kitchen:

1. Size _____ Color _____ Space to eat in kitchen? _____
2. Is there adequate cabinet and counter space? _____ Automatic dishwasher _____
3. Stove: type _____ Age _____ Microwave _____ Age _____
4. Refrigerator: Age _____ Freezer space _____ Auto Defrost _____
5. Garbage disposal _____ Exhaust Fan _____

6. Are appliances conveniently located, adequate in size, in good appearance and in good working condition? Exceptions:

Bedrooms:

1. Number Sizes
2. Are there adequate closets in each of the bedrooms? yes no
3. Colors

Bathrooms:

1. Number Sizes Colors
2. Locations
3. Is the linen closet adequate in size and location? yes no

Miscellaneous:

1. Is there a family room? Location
2. Is there a dehumidifier? Location
3. Where are the laundry facilities?
 - a. Washer: age Condition
 - b. Dryer: age Condition
 - c. Is there a stationary tub
4. Is there adequate storage area? Location
5. Are the following provided and in good condition: Fire extinguishers
Smoke alarms Stair railings Security system
6. Is the pastor's study in the parsonage adequate?
7. Describe the landscaping
8. Is there: Power lawn mower Snow blower Rake, ladder, hose
9. Is there a: Patio Deck Pool
10. Is there need for extensive remodeling or the acquisition of a new parsonage?
11. Is the parsonage paid for? If yes, what instrument of ownership do you have and where is it located?
If no, is it a land contract mortgage other
Where are the legal papers?
Balance due Payable to
12. What other features does the parsonage have?
13. What additional improvements are planned?

14. Comments:

Chairperson, Board of Trustees

Chairperson, Committee on Pastor -Parish Relations

Pastor