

2020

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:

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Chairperson, Board of Trustees

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Chairperson, Committee on Pastor -Parish Relations

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Pastor

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