

## CHECKLIST FOR ANNUAL PARSONAGE WALK-THROUGH

All churches that provide pastoral housing with a parsonage need to do a yearly on-site inspection and report findings to Church/Charge Conference. The Parsonage Committee or Pastor-Parish Relations Committee or (equivalent) will cooperate with the Pastor-Parish Relations Committee in the annual review of the parsonage as required by ¶2532.4 of the 2008 Book of Discipline. This review should include an inventory of church-owned furnishings and other items. (Petition AC05, 2010 Conference).

- \_\_\_\_\_ The parsonage committee or Pastor-Parish Relations Committee or (equivalent) should proactively replace furniture, appliances, curtains, carpets, etc., when they can see it is needed rather than the family having to ask. However, the family should ask if this is not done. When things are to be replaced, the parsonage family should make selections in consultation with appropriate leadership from the local church.
- \_\_\_\_\_ An inventory of furniture and appliances with original cost and expected life span should be maintained. An item in the church budget should provide funds each year on an accumulating basis to replace items as they are worn out.
- \_\_\_\_\_ **Emergency maintenance and repairs:** An emergency fund (suggested minimum of \$100.00) should be available as an amount that could be spent without consultation with the committee in order to allow the parsonage family to deal with emergency repairs.
- \_\_\_\_\_ The exterior of the house should be inspected to see that it is properly maintained (paint, roof, etc.) in order to avoid costly repairs. Exterior painting, repairs and roof maintenance should be the responsibility of the church.
- \_\_\_\_\_ The parsonage should have a periodic termite and pest control inspection. Corrective measures should then be taken.
- \_\_\_\_\_ The church should have the heating and cooling systems checked seasonally.
- \_\_\_\_\_ Major renovations, repairs and replacements should be done by the church as they are needed, taking into consideration the church's financial ability to do these things. (The pastor, not the church, shall be responsible for correcting extreme or unusual damage, beyond normal wear and tear to the parsonage and furnishings.) Changes in interior decoration should be done with mutual consent of the church and the family.
- \_\_\_\_\_ It is recommended either that basic lawn maintenance (including mowing, edging, fertilizing and sprinkler system) be taken care of or paid by the church or that the church provide, maintain and repair a power lawn mower and other tools required to maintain the grounds with ease.
- \_\_\_\_\_ For the safety of the parsonage, property and the parsonage family, the church should carefully evaluate the overall security of the building and grounds. Attention should be given to screens, window and door locks, gates and alarm systems. This should also include fire prevention measures such as smoke alarms, fire extinguishers, escape ladders and a fire escape plan. When possible, an annual inspection should be made by the fire department and utility companies.
- \_\_\_\_\_ **Energy Conservation:** The church and parsonage family should make every effort possible to conserve energy. This should include:
  - a) Inviting utility companies (gas, electric, water) to inspect, provide an energy audit and make recommendations.
  - b) More efficient lighting
  - c) Insulation in attic and walls, use of weather stripping
  - d) Investigating possible use of solar energy or other energy-saving devices
  - e) Water-saving devices

After the walk-through a summary report should be made to Church/Charge Conference in writing that includes: 1) the date of the walk-through; 2) who participated – names and leadership roles; and 3) list of concerns and action items with who will do follow up.