

Charge Conference Parsonage Committee Report

Charge: _____ Pastor: _____ Date: _____

District: _____ District Superintendent: _____

Address of Parsonage: _____

1. Has this committee met twice in the parsonage within the past twelve months?
Was one of these meetings for a complete attic-to-basement review?
2. Are all members of this committee familiar with the current edition of *Parsonage Guidelines*?
3. Does this parsonage provide the items listed under Section I of the current edition of *Parsonage Guidelines*?
4. 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.
5. Are pets being kept in the parsonage?
6. Has the pastor been made aware of his/her responsibilities should damage occur because of pets being kept in the parsonage?
7. Have all discarded and replaced items been removed from the premises?
8. Has there been periodic pest extermination in the parsonage?
9. Is there a sufficient amount in the budget for maintenance and upkeep of the parsonage?
 - A. Are there sufficient funds for cleaning carpet as needed?
 - B. Are there funds for cleaning draperies as needed?
10. For insurance purposes are there at least two copies of the inventory of parsonage furnishings, including photographs of each room's furnishings, purchase dates and cost of all appliances and furnishings?
 - A. Does the pastor have a copy?
 - B. Is there a copy in the church's safety deposit box?

11. Has the chairperson compiled, in notebook or file form, pertinent information as to purchase date and place, warranty, repair information, etc., for all items purchased for the parsonage?

Comments of Pastor:

Pastor

Comments of Chairperson of Parsonage Committee:

Chairperson of Parsonage Committee