



# ANNUAL REPORT FOR THE CHARGE CONFERENCE PARSONAGE INSPECTION – due by March 1

[Submit a report for each parsonage owned - even it is not being used by the pastor.]

Church:		District:	
Parsonage Address:			

The annual review of the parsonage was conducted on \_\_\_\_\_, by the Pastor, the chairperson of the Board of Trustees, the chairperson of the Parsonage Committee (if applicable), and the chairperson of the Pastor-Parish Relations Committee as required by *the Book of Discipline of The United Methodist Church 2012, Paragraph 2533.4.*

1.	Is the washer/dryer in good working order?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
2.	Is the stove/oven in good working order?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
3.	Is the refrigerator-freezer in good working order?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
4.	Is the dishwasher in good working order?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
5.	Are other kitchen appliances provided in good working order?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
	List:				
6.	How many bathrooms are provided in the parsonage?	0	Full	0	Half
7.	Are bathrooms in good working order, with at least one having a shower?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
8.	Is the plumbing in good working order?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
9.	Is the caulking around bathtub/shower and sinks in good condition?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
10.	How many bedrooms are provided in the parsonage?	TOTAL:			
11.	Are there any design issues that need to be addressed?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
	Describe				
12.	Is there adequate dining and living space?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
13.	Is the electrical system adequate and in good working order?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
14.	Are all the floors in the parsonage in good condition?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
15.	Is the carpeting in good condition?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
16.	Was the carpet professionally cleaned this year?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
17.	Is the tile/vinyl/wood flooring in good condition?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
18.	How many cars can be parked in a garage?		None		1,2,3
19.	Is the heating/cooling system functioning adequately?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
20.	Has the heating/cooling system been inspected this year?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
21.	Is the parsonage energy efficient?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
22.	If needed, is a humidifier/dehumidifier provided?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
23.	Is the landscaping in good condition?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
24.	Are smoke detectors provided in sleeping areas and working?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
25.	Is a carbon monoxide detector provided in sleeping area and working?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

26.	Is a working fire extinguisher provided in the kitchen area?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
27.	Is there adequate dry storage provided?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
28.	Are the windows/screens in good condition?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
29.	Are the window treatments in good condition?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
30.	Are the floors level?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
31.	Are the walls free of cracks and/or peeling?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
32.	Is the exterior of the parsonage in good repair?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
33.	Is the roof in good condition?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
34.	The general overall parsonage structure is:	<input type="checkbox"/>	Excellent	<input type="checkbox"/>	Good
		<input type="checkbox"/>	Fair	<input type="checkbox"/>	Poor
35.	Does parsonage accommodate handicapped person occupancy?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
36.	Does the parsonage give evidence of good care by the parsonage family?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
37.	Are there repairs that need to be made to the parsonage immediately?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
	Describe				
38.	Are repairs or improvements planned for the coming year?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
	Describe				
39.	Any significant challenges/improvements that should be addressed in the next two to four years?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
	Describe				
40.	What are the plans for financing any of the above repairs?				
41.	Any damage and/or negligence which has been caused by the pastor's family and/or pets, and which needs to be addressed by the pastor?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
42.	Is the pastor living in the parsonage?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
43.	Is the parsonage rented out?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
44.	Does the parsonage meet conference guidelines? [2013 Mo Conf Jml, p 35-37F]	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
	If no, what is the plan of the charge to begin working toward compliance?				
45.	Is there a residence book with warranties, instructions and/or purchase info?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

Signature of PPR Committee Chair: \_\_\_\_\_

Signature of Pastor \_\_\_\_\_

Signature of Chairperson of Trustees: \_\_\_\_\_

Signature of Chairperson of Parsonage Committee (if applicable): \_\_\_\_\_