

PARSONAGE USE AGREEMENT

Note: Review/sign within a month of a change in the parsonage – send copy to district office

1. **PARTIES.** This Parsonage Use Agreement (“Agreement”) is effective as of the _____ day of _____, _____ (“effective date”) by and between _____ (“Church”) and _____ (“Pastor”).

2. **PARSONAGE.** As part of the Pastor's compensation to be provided by the Church, and as recorded on the appropriate Pastoral Support Form, the Church hereby grants to the Pastor, the rent-free use and occupancy of the residence located at _____, in _____, Missouri (the “Parsonage”) for the entire length of the Pastor's appointment. The “Parsonage” includes the entire physical structure located at and about the address stated above, including appliances, equipment, and appurtenances that are part of the physical structure, grounds, recreational areas and facilities, garages, and out buildings.

3. **USE.** The Pastor agrees that the Parsonage shall be used and occupied as a residence for Pastor and family, and shall not be used for any other purpose whatsoever; provided, however, Pastor shall be permitted to entertain guests for limited periods of time. The Church shall insure the Parsonage's continued fitness for use as the Pastor's residence, including the adequate budgeting for maintenance and repairs.

4. **POLICY AND RECOMMENDATIONS.** Except as otherwise agreed to in writing by the District Superintendent (DS), Pastor and Church, the parties agree to abide by the policy on Parsonages and Cash Housing allowance and the Guidelines and Recommendations for Church-Provided Residences as adopted by the Conference and recorded in the Conference's annual journal. The Policy on Parsonages and Cash Housing Allowance is incorporated into and made part of this Agreement by reference.

5. **PETS.** The Pastor and Church acknowledge that the Pastor has _____ pets, listed in Schedule A, which shall be updated each year during the annual inspection. The number of pets shall not exceed the legal limits allowed by the appropriate municipality and/or homeowner's association (HOA). The Pastor acknowledges that any damage to the Parsonage from the pets is the Pastor's sole responsibility and shall be addressed in the same manner as other forms of damage in paragraph 7 below.

6. **INSPECTION OF PROPERTY.** Pastor agrees that Pastor and officers of the Church have jointly inspected the Parsonage prior to signing this Agreement and find the Parsonage to be in good, safe, and clean condition and repair. Any items in need of repair by the Church are listed in Schedule A, attached to this Agreement. The Church agrees to address such items in the timeframe agreed to with the Pastor and also set forth in Schedule A. Pastor further agrees that Pastor will keep the Parsonage free of any debris, trash, or filth during the term and upon the expiration of this Agreement. Pastor acknowledges that the Parsonage contains the appliances in the general condition set forth in Schedule A, all of which shall be maintained by Pastor and returned to Landlord upon surrender of the premises.

7. **SURRENDER.** Upon the Pastor's move from the Church, the Pastor agrees to surrender the Parsonage to the Church in the same condition as when received, reasonable wear and tear excepted, and with all keys and remote opening devices. Prior to surrender, the Pastor, Church Trustee Chair and Pastor Parish Chair shall make a final inspection, noting any damage in writing. In the event of damages beyond ordinary wear and tear and caused by the Pastor or his/her immediate family members or guests, the Pastor shall be financially responsible for restoring the Parsonage to its previous condition. Failure to do so may result in supervisory conversation and discipline of the Pastor, as prescribed by the Book of Discipline. If the cost of damages is more than the Pastor can pay immediately, the Church, Pastor and DS for the district in which the Church is located may work out a payment agreement.

8. **REGULAR INSPECTION.** Pastor and Church shall arrange for the annual inspection of the Parsonage pursuant to the terms of the Guidelines and Recommendations for Church Provided Residences and the Book of Discipline of The United Methodist Church. Pastor acknowledges that failure to arrange for such an inspection is his/her responsibility and waives protection from blame on any damage found.

9. **RISK OF LOSS; INSURANCE.**The Pastor is solely responsible for the purchase of an adequate policy of renter's insurance. The Pastor shall bear the risk of loss, including, without limitation, loss arising out of theft, vandalism, rain, flood, fire, earthquake, corrosion, mudslides, earth movements or Acts of God, to any and all Pastor's personal property or vehicles located on or used in connection with the Pastor's occupancy of the Parsonage.

Pastor: _____ Date: _____

Printed Name: _____

Church:

By: _____ Date: _____

Printed Name: _____ Position: _____

Acknowledged by District Superintendent:

Signed: _____ Date: _____

Printed Name: _____

Schedule A

Parsonage Condition

Appliances:

Appliance	Condition

Needed Repairs by Church:

Repair:	Timeframe:

Pets:

Type:	Approximate size (LBS):