

**PARSONAGE REPORT**

Church \_\_\_\_\_ Charge \_\_\_\_\_

Physical Address of Parsonage: \_\_\_\_\_

**\*Note: This report is required even if this property is currently rented or vacant.**

Paragraph 2533.4 of the 2012 BOOK OF DISCIPLINE directs: "The chairperson of the board of trustees or the chairperson of the parsonage committee, if one exists, the chairperson of the committee on pastor-parish relations, and the pastor shall make an annual review of the church owned parsonage to ensure proper maintenance." Also see "Holston Conference Parsonage Policies and Guidelines" pages 294-300, 2006 Journal.

**Date of annual on-site review of the Parsonage:** \_\_\_\_\_

**Please attach a current inventory of parsonage contents.**

- 1. What maintenance needs were discovered? What furniture is needed? What is the plan for meeting these needs? (Use back of sheet if needed.)

- 2. What funds are available to maintain, update and beautify the parsonage for:  
2016? \$ \_\_\_\_\_ 2017? \$ \_\_\_\_\_ Is the money actually being spent? \_\_\_\_\_

- 3. Who assumes responsibility for the Parsonage?  
 Parsonage Committee       Trustees       PPR Committee  
Name of person to contact if there is a need \_\_\_\_\_

- 4. Give value of parsonage and insurance coverage. *Attach insurance declaration page to this report.*  
Name and address of insurance carrier: \_\_\_\_\_

Value- Land: \$ \_\_\_\_\_ House: \$ \_\_\_\_\_ Furnishings: \$ \_\_\_\_\_

Insurance- Land: \$ \_\_\_\_\_ House: \$ \_\_\_\_\_ Furnishings: \$ \_\_\_\_\_

If property is currently rented, what is the monthly rental charge? \$ \_\_\_\_\_

- 5. What is the amount of pastor's insurance coverage on personal property? \$ \_\_\_\_\_
- 6. If the parsonage is owned by more than one church, please explain the arrangement for maintenance and improvement. What share does each church have in ownership? What share does each church have in current expenses? (use back of sheet if needed.)
- 7. Are there any issues concerning the Parsonage that need to be brought to the attention of the District Superintendent? (Use back of this sheet if needed.)

**Pastor:** \_\_\_\_\_

**Trustees Chairperson/Parsonage Chairperson:** \_\_\_\_\_

**PPR Chairperson:** \_\_\_\_\_