



CLERGY HOUSING POLICY

In the United Methodist Church, housing is provided to clergy. While the parsonage remains the normative provision of housing, some parishes prefer to offer, and some clergy prefer to receive, a housing allowance instead. The complexities of contemporary economics, local church resources and pastoral households make it less likely that a “one size fits all” housing provision best meets the needs of every situation. Local churches and clergy both need to carefully weigh the advantages and disadvantages, especially if considering a change from one to the other.

A. Values and Considerations

The Upper New York Annual Conference of The United Methodist Church believes that congregations and clergy benefit when clergy and their families live in buildings which are safe, clean, comfortable, and as commodious as the average home in their community. It is required that clergy housing will meet all applicable local and state residential codes. As faithful stewards of the earth and other limited resources, congregations and clergy are encouraged to make clergy housing as energy efficient as possible. In order to be as welcoming as possible, consideration should be given to making clergy housing accessible to residents or guests with mobility challenges.

Local churches may prefer to provide a housing allowance for a variety of reasons: less property to maintain and repair, more predictable budget implications, and no “landlord” issues with their pastor. Likewise, clergy households may prefer a housing allowance for other reasons, such as: accumulation of equity, allowance for differing clergy household needs, ability to locate in a desired location, freedom to renovate and refurbish as desired, and no “tenant” relationship with parishioners.

However, it is also to be acknowledged that tension may exist between the appointive/itinerant system of clergy deployment and the housing allowance system. Pastoral appointments are made on an annual basis at the will of the bishop. The financial advantage to long-term clergy home ownership may be at odds with a short-term need or desire for a pastoral transition. It must be understood by all that the provision of a housing allowance or parsonage shall not be a primary consideration by the bishop and cabinet for future appointments for the pastor. Further, a local church that has a parsonage available to the pastor is under no obligation to provide a housing allowance if that pastor prefers to live in a different location.

B. Parsonages

1. Relationships and Responsibility

The parsonage is to be mutually respected by the pastor’s family as the property of the church and by the church as a place of privacy for the pastor’s family. (Book of Discipline of the UMC, par. 258.2.g.16)

The chairperson of the Staff-Parish Relations Committee, the chairperson of the Board of Trustees or the chairperson of the Parsonage Committee, if one exists, and the pastor shall make an annual inspection and review of the church-owned parsonage to assure proper maintenance. (Book of Discipline of the UMC, paragraph 258.2.g.16, and paragraph 2533.4)

The church shall provide a parsonage which addresses the values noted above and the standards listed below. Standard maintenance and repairs, and renovation of the parsonage are the responsibility of the church. The Trustees or Parsonage Committee shall arrange, supervise, and arrange payment for such tasks. Necessary work shall be scheduled in consultation with the pastor. The church and the pastor shall work together to develop a process to assure timely, good quality repairs and maintenance.

- Parsonages with a wood burning heat source must have a professional chimney inspection (and cleaning if necessary) at least every 2 years.
- The pastor shall furnish the house to suit his or her needs.
- The pastor is responsible for notifying the church about necessary repairs as the need arises.
- The pastor is responsible for the repair of damages exceeding normal wear and tear.
- The church, in consultation with the pastor, is responsible for lawn care and snow removal.
- The church shall pay for insurance, heat, electricity, garbage and trash removal, water and sewer, basic telephone service (landline or cell), and installation fees for cable or satellite television service if broadcast reception is inadequate.
- Churches that expect pastors to have access to the internet away from the church should pay for internet access at the parsonage.
- The pastor shall pay for personal toll calls and communication services beyond those provided by the church.

If a pastor is appointed to serve more than one local congregation, all congregations shall share equitably the costs and other responsibilities of providing a parsonage. If more than one congregation has a parsonage, the parsonage of residence shall be determined by the District Superintendent in consultation with the appointed pastor and the congregations.

If a parsonage is occupied by a clergy couple serving different appointments, all congregations served shall share equitably and reasonably the costs and responsibilities of providing a parsonage. The parsonage of residence and shared cost responsibilities shall be determined by the District Superintendent in consultation with the appointed pastors and affected congregations.

Adherence to this policy by both clergy and congregation is essential to the appointment covenant. Failure to adhere to this policy by either clergy or congregation may jeopardize current and future appointments.

2. Parsonage Standards

Parsonages shall have at least 3 bedrooms, 1.5 bathrooms, a kitchen, dining room, living room, laundry facilities, appropriate storage capacity, and provision for 2 parking spaces. All shall be in good repair and meet all applicable local and state health and safety codes. The parsonage shall be at least the size of the average home in its community.

The church is responsible for providing a furnished office or study for the pastor. While it is preferable to locate this office in the church or another church building, if necessary it may be

a separate, additional room in the parsonage. If the Pastor's primary office is located in the parsonage, it must have its own, separate, outside entrance and unencumbered windows, in accordance with Safe Sanctuary policies.

3. Rooms and Spaces

- a. Bedrooms should be large enough to contain a bed, adequate storage for clothing (dresser and closet, or dresser and wardrobe), and a desk and chair or a reading area. It is preferable to have at least one fully accessible bedroom on the ground floor of the house
- b. Bathroom facilities shall include: a toilet and sink on each floor, a tub, a shower, a medicine cabinet, and storage space for linens and supplies in or near the main bathroom. It is preferable to have at least 2 complete bathrooms including a fully accessible, complete bathroom on the ground floor.
- c. The kitchen shall contain at least: a standard size stove and oven, a refrigerator with freezer, a dishwasher, built-in cabinets or pantry, a full-size sink, adequate counter space, and wall and floor finishes which can be kept clean.
- d. Living and dining rooms should be large enough to accommodate 4-6 residents plus guests. A combined living and dining room is acceptable if large enough to fully accommodate both functions.
- e. Laundry facilities shall be accessible from the interior of the house and include: an automatic washer and dryer, and storage for supplies. It is preferable to be able to conceal the laundry area and even better to have a separate laundry room with a sink and space to sort and fold. It is preferable to have these facilities fully accessible and on the ground floor.
- f. Parking shall be off-street, preferably in a garage located on the parsonage property.

4. Systems

- a. *Heating, Ventilation, and Cooling* - The parsonage shall be equipped with central heating capable of maintaining a temperature of 68 degrees in all rooms. Windows shall be in good repair and operable to provide adequate ventilation. Full bathrooms should have adequate ventilation to prevent excessive moisture build-up. Adequate passive or mechanical air cooling should be provided.
- b. *Electrical System* - Wiring, outlets, and fixtures should be safe and adequate to meet the lighting and technology needs of a modern household.
- c. *Water* - Hot and cold, potable, running water shall be available in the kitchen, bathrooms, and laundry area in amounts suitable to the needs of a family. In areas with hard water, water softeners shall be installed and maintained. Leaks of any kind are not acceptable.
- d. *Safety, Security, and Environment* - Parsonages shall be equipped with properly maintained CO detectors and smoke alarms, and have fire extinguishers in kitchen, furnace room, near fireplaces, pellet stoves or wood stoves, and near bedrooms.

Radon testing shall be done periodically and remedial measures taken if necessary. Visible mold and moldy odors shall not be present.

Where necessary for the safety of children and/or vulnerable adults, yards and outside spaces shall be adequately enclosed. Entrance lights shall have switches by the door, be motion activated, and/or be operable remotely. All parsonages shall be equipped with secure locks/deadbolts. If there are further safety concerns, the pastor and the church may wish to explore installing an alarm system.

- e. *Communications* - The parsonage shall have a reliable telephone system, adequate TV connection and internet access.
- f. *Interior finishes* - Floors, walls, and fixtures shall be in good condition with coverings which are suitable for the function of the room and in good repair.
- g. *Exterior* - The roof, exterior walls, exterior doors, windows, and foundation of the parsonage shall be carefully maintained to keep out the elements pests, and to conserve energy. The house shall be adequately insulated. It is preferable to have energy efficient doors and windows that suit the architecture of the house as much as possible.
 - i. Porches and decks shall be maintained to insure their safety. Exterior faces and spaces of the building(s) and yard shall be designed and maintained to be functional for the family, and to be a pleasant addition to the community.

5. Waivers and Exceptions

If the minimum standards described above cannot be met because of the age or historic character of the house, the charge must propose alternatives which afford an equivalent quality of life to that set by these standards. Any such changes must be approved by the District Superintendent. It is understood that such changes will not compromise the safety provisions of these standards, the overall functionality of the parsonage, or the mandate that it be kept in good repair. It should be noted that the accessibility preferences described above are mandated when purchasing or building a new parsonage. (Book of Discipline of the UMC, par. 2543.3b)

6. Transition Protocols

Prior to a pastor's move, but no more often than every 5 years, a certified building inspector shall inspect the parsonage so that the congregation can plan necessary maintenance and repairs. If a pastor is moving and the parsonage has had a professional inspection within the past 5 years, this pre-move inspection may be performed by the outgoing pastor, the chairperson of the SPRC, and the chairperson of the Board of Trustees and/or the chairperson of the Parsonage Committee or their designates.

The outgoing pastor shall leave the parsonage clean and in good order. As soon as possible after a change in appointment is announced, the Trustees or Parsonage Committee shall inspect the parsonage for maintenance needs and damage caused by the outgoing residents, including damage caused by pets. [It is recommended that a signed *Parsonage Inspection*

Form and a *Parsonage Transition Form* be filed with the District Office and a copy of the inspection provided to the incoming pastor.]

If excessive damage is discovered it will be the responsibility of the outgoing pastor to repair, pay for repairs of, or replace the damaged item(s). When the pastor or family has allowed smoking within the parsonage, the cost of professional cleaning, and purchase of an air purifier if necessary, to remove smoke odor will be the responsibility of the outgoing pastor.

The charge shall refurbish, repair and thoroughly clean the parsonage prior to a new pastor moving in. Damaged walls, ceilings, floors, windows, fixtures and appliances shall be repaired or replaced. Painted surfaces shall be cleaned or repainted. Carpets shall be thoroughly steam cleaned or replaced; replacement is required if the carpet is torn, excessively worn, or permanently stained. Windows shall be cleaned inside and out. In the event that such work requires that the incoming pastor must make temporary living arrangements, related expenses will be paid by the receiving church.

It is recommended that a photographic record of house and yard, including each room's condition and contents, be created and filed for reference and planning purposes.

7. Treatment of Parsonage Value in Compensation Packages

The General Board of Pension & Health Benefits provides the following guidance: When a parsonage is provided, it will be valued at 25% of salary for benefit computation purposes. In a multi-church appointment, this factor is added to salary for all churches served by the pastor, regardless of which church owns the parsonage in which the clergy person lives.

- a. If a clergy couple is serving separate churches and each church/charge has a parsonage available, each clergyperson's entire compensation will include a parsonage value equal of 25% of salary regardless of where the clergy couple lives. [Note: only the fair rental value of the occupied parsonage is reported by the clergy couple as part of self-employment income]
- b. However, if a clergy couple is serving separate churches, and is living in a parsonage provided by one of the churches with no parsonage offered or available from the other church, only the clergyperson serving the church which provides the parsonage will have the parsonage value added to salary.

C. Housing Allowance

All full-time clergy appointed to a full-time charge or a Conference-responsible extension ministry shall be provided either a parsonage or a housing allowance. In the event that an appointment has already moved to providing a housing allowance for their pastor and a parsonage is no longer available the charge will negotiate an appropriate housing allowance with the incoming pastor. A housing allowance enjoyed by a pastor appointed to charge "A" will not necessarily translate into a housing allowance for that same pastor when s/he is appointed to charge "B."

Housing allowances shall exist in accordance with the following policy or successive policies as determined by future sessions of the Annual Conference:

1. The housing allowance policy will be in effect from the time the charge moves from providing a physical parsonage to a housing allowance for the current pastor or an

incoming pastor. Once the charge makes the transition to providing a housing allowance, that charge shall not be *required* to return to providing a physical parsonage. In the event that the charge *wishes* to do so, see item #4 below.

2. Charges that elect to provide a housing allowance shall do so at a charge/church conference chaired by the District Superintendent after and only after following the steps outlined in item #3 below.
3. A housing allowance agreement shall be drawn up by the local charge (the Staff/Parish Relations Committee and the Board of Trustees, in consultation with the District Superintendent, should be involved in this process as a joint effort). The agreement shall include the following:

a. For the purchase of a home (house, condo, etc.) by the pastor:

- i. Costs associated with a typical annual mortgage, based upon a 20% down payment and 30 year mortgage, for a home that meets the size requirements of the Conference Parsonage Standards, to cover at minimum: monthly principle and interest costs and mortgage insurance.
- ii. Costs associated with utility expenses (heat, light, phone, basic cable, internet service if not provided in a separate church office), property taxes for a home that meets the size requirements of the Conference Parsonage Standards. This information will be provided by a reputable realtor or rental agent so a dollar range for housing may be set for the incoming pastor as s/he considers the appointment and seeks housing.
- iii. The housing allowance will be at minimum the sum of items i and ii above.

EXAMPLE:

- i. Purchase price of home = \$140,000; 20% down - \$28,000; 30 year mortgage of \$112,000 @ 4.75% is $\$585 \times 12 = \$7,020$ annually
property and school taxes of \$4,000
homeowners insurance of \$600
- ii. Average monthly utility expenses of gas, electric, and bundled phone/internet/tv = $\$345 \times 12 = \$4,140$
Minimum housing allowance in this example is \$15,760

- iv. Charges providing a housing allowance may assist the pastor in obtaining a loan or provide a grant for down payment if needed. Any such agreement for down payment shall become a part of the housing allowance agreement.
- v. The housing allowance agreement shall be signed by the pastor, the chair of Trustees, and the chair of S/PPRC.

b. For the rental of a home (house, apartment, condo, etc.) by the pastor: The housing allowance shall be determined in accordance with item a. sub items i. through v.

above. It should be noted that housing (either as an allowance or in physical form) shall be provided in accordance with parsonage standards. In the event that the appointed clergyperson chooses to expend less in a rental circumstance s/he shall be afforded the opportunity to save and invest the difference for the eventuality of providing housing for herself or himself in retirement. This provision provides for the near equivalent opportunity for the pastor to accumulate something akin to equity over the life of the housing allowance. By the same token, should the clergyperson choose to rent a home more costly than a home that meets the parsonage standards, the charge shall not be responsible for the additional costs associated with that choice.

- c. A charge may use the annual income and capital gain from the sale of a parsonage over the rate of inflation to help support the housing allowance.
 - d. All current IRS regulations shall be met for both recording and reporting purposes.
4. A charge shall not be required to establish a parsonage after changing to a housing allowance. However, if a charge chooses to return to providing a parsonage, it shall do so only after:
- a. A full and frank discussion with the clergyperson, the S/PPRC, and the local Board of Trustees.
 - b. An agreement dissolving the housing allowance agreement has been signed by the pastor, the chair of S/PPRC and the chair of the Board of Trustees.
 - c. A proposal for the purchase of a new parsonage has been completed in full accordance with the United Methodist Book of Discipline.
 - d. The proposed parsonage is in full compliance with current Conference Parsonage Standards.

D. Housing Exclusion

Pastors may utilize the favorable tax advantages of a housing exclusion, which does not increase the compensation package but does lower the pastor's federal income tax liability.

1. A *Housing Allowance* is money paid to the pastor for the purpose of housing in addition to base salary. A *Housing Exclusion* is the amount of a pastor's base salary that he/she declares to be excluded from taxable income as housing related expenses. Housing is exempt from Federal Income taxes but is NOT exempt from self-employment tax.
2. A pastor living in a parsonage may have a *Housing Exclusion*; a pastor living in his/her own home may take advantage of a *Housing Exclusion* in addition to the *Housing Allowance*. This can be accomplished by passing a resolution designating an amount greater than the housing allowance listed on the compensation package.
 - a. Section 107 of the IRC provides that: "In the case of a minister of the gospel, gross income does not include: 1) the rental value of a home furnished as part of compensation; or 2) the rental allowance paid as part of compensation, to the extent used to rent or provide a home and to the extent such allowance does not exceed the

fair rental value of the home, including furnishings and appurtenances such as a garage, plus the cost of utilities.”

- i. A “minister of the gospel” is defined as any duly ordained, commissioned, or licensed minister of the church, who is performing substantially all of the religious duties of his/her church or denomination. The “fair rental value” is the annual amount for which a similar furnished home in a similar neighborhood could be rented, including utilities. This can be determined by formal or informal appraisal by a realtor, or by comparing actual rents advertised for similar homes in the community.
3. Below are some further guidelines regarding a Housing Exclusion:
- a. The housing exclusion must be put in place by official church action before payment is made to the pastor.
 - b. The housing exclusion recognized for tax purposes is limited to the lesser of :
 - i. The amount declared by the church.
 - ii. The actual amount spent to provide housing.
 - iii. The fair rental value as described above.
 - c. The housing exclusion may be paid in the same check as the pastor’s salary as long as it is identified on the stub accordingly. It may also be paid separately.
 - d. Housing exclusion is not reported as part of gross income on the W-2.
 - e. It is the pastor’s responsibility to account for the actual amount spent on housing expenses to the IRS (not the church) if requested.
 - f. If the total expenses are less than the allowance paid, the pastor must declare the excess as an addition to gross income.
 - g. If the total expenses are more than the pre-defined exclusion, they do not qualify for the exclusion.
 - h. The housing exclusion may be used by the pastor to pay for most non-personal type expenses incurred in providing or running a home (see list below).
4. The following items are examples of expenses paid by the pastor that may qualify as Housing Exclusion items, as applicable, and keeping in mind the limits above:
- a. *Housing Expenses* such as: down payment on a home, mortgage payments, home equity loan payments (if they are for home related expenses), real estate taxes, property/renters insurance, utilities
 - b. *Repairs and Maintenance*: Structural repairs, remodeling, yard maintenance and improvements, lawn equipment and repairs, pest control, trash pickup, snow removal, tools, cleaning supplies
 - c. *Furniture and Decorating Accessories*: Appliances, TV/VCR, stereo, furniture, drapes, pictures, rugs, linens, lamps, etc.

APPENDIX WITH HOUSING RELATED FORMS

Recommended Process for Parsonage Inspections and Reports

Annually (Spring): The pastor and at least one of the following church representatives (a designated representative of the Trustees, PPRC, or Parsonage Committee) should perform a parsonage inspection.

- Manual notes can be taken on the Parsonage Inspection Form, then be transferred to electronic format
- One copy of the form is printed and provided to those who performed the inspection for their signature
- Signed document is copied and distributed as indicated on the form

When a pastoral move is known:

- There shall be an inspection by a certified building inspector. This requirement is waived if there has been a professional inspection in the last 5 years.
- A copy of the Parsonage Inspection Form shall be provided to the incoming pastor for reference during his/her tour of the parsonage.
- The resident pastor and the appropriate Trustee representative shall complete the Parsonage Transition Acknowledgement and file as indicated on the form

Prior to Charge Conference (late summer/early fall): The Trustee's designated representative and the Pastor shall complete the Parsonage Report and submit it to the District Office two weeks prior to their Charge Conference.

Clergy Housing Exclusion Resolution

WHEREAS Section 107 of the Internal Revenue Code of 1986 has provided that a minister of the Gospel may exclude from gross income the fair rental value of a home provided and any allowance to provide a home; and

WHEREAS, the Rev. is a duly ordained, commissioned or licensed minister of the church, who is performing substantially all of the religious duties of the church; and

WHEREAS, the Church has established a gross salary for the Rev. in the amount of \$ for the period

THEREFORE BE IT RESOLVED that:

\$ of the above noted gross salary

- and an additional \$ in lieu of parsonage
- in addition to use of a parsonage, located at
....., plus all utilities

be provided to the Rev. to the extent it is used to provide a home, and be considered to be a Clergy Housing Exclusion; and that said amount is excluded from reportable compensation under Section 107 of the IRC of 1986.

.....

Clergy Person

.....

Church Representative

Date:

PARSONAGE INSPECTION FORMS

Church: _____ Pastor: _____
 Parsonage Address: _____ District: _____
 Inspection DATE: _____

Instructions:

- Please provide one copy to: Board of Trustees and SPRC Committee
- Please send via email to your District Office with *Parsonage Report* 2 weeks prior to Charge Conference
- DURING PASTORAL TRANSITIONS, provide one copy to the incoming pastor

INTERIOR

(*Key for Rating: 1=Excellent, 2=Good, 3=Fair, 4=Poor, 5=Not Acceptable, NA=Not Applicable)

Interior:	Ceiling*	Walls*	Floor*	Trim*	Windows*	Doors*	Tile*	Fixtures*	Outlets*	Cabinets*	Counters*
Front Entry											
Back Entry											
Living Rm											
Family Rm											
Dining Rm											
Kitchen											
Bedroom - 1											
Bedroom - 2											
Bedroom - 3											
Bedroom - 4											
Bathroom- 1											
Bathroom- 2											
Bathroom -3											
Bathroom- 4											
Study											
Office											
Other											
Basement											
Attic											

NOTES ON CONDITION, REPAIRS NEEDED, OR UNRESOLVED ISSUES:

PARSONAGE INSPECTION FORMS

Church: _____ Pastor: _____
 Parsonage Address: _____ District: _____
 Inspection DATE: _____

Instructions:

- Please provide one copy to: Board of Trustees and SPRC Committee
- Please send via email to your District Office with *Parsonage Report* 2 weeks prior to Charge Conference
- DURING PASTORAL TRANSITIONS, provide one copy to the incoming pastor

MECHANICALS

(*Key for Rating: 1=Excellent, 2=Good, 3=Fair, 4=Poor, 5=Not Acceptable, NA=Not Applicable)

	First Floor*	Second Floor*	Basement*	Attic*
Heating				
Plumbing				
Smoke Detectors				
CO Detectors				
Fire Extinguisher				
Lead & Radon Testing				
Deadbolt Locks/Window Locks/Security				
Telephone				
Television (Cable or Satellite)				
Internet Access				

NOTES related to above items:

APPLIANCES

(*Key for Rating: 1=Excellent, 2=Good, 3=Fair, 4=Poor, 5=Not Acceptable, NA=Not Applicable)

Appliances	Rating*	Notes
Range & Oven		
Refrigerator w/Freezer		
Dishwasher		
Garbage Disposal		
Washer		
Dryer		
Garage Door Opener		
Water Heater		
Humidifier		
Water Softener, if needed		

ADDITIONAL NOTES related to above items:

PARSONAGE INSPECTION FORMS

Church: _____ Pastor: _____
 Parsonage Address: _____ District: _____
 Inspection _____
 DATE: _____

Instructions:

- Please provide one copy to: Board of Trustees and SPRC Committee
- Please send via email to your District Office with *Parsonage Report* 2 weeks prior to Charge Conference
- DURING PASTORAL TRANSITIONS, provide one copy to the incoming pastor

EXTERIOR

(*Key for Rating: 1=Excellent, 2=Good, 3=Fair, 4=Poor, 5=Not Acceptable, NA=Not Applicable)

Exterior:	Parsonage*	Garage*	Notes
Siding			
Paint			
Brick			
Foundation Walls			
Roof			
Gutter & Downspout			
Chimney			
TV Antenna			
Glass/Window Sash			
Trim			
Lighting			
Driveway			
Sidewalk			
Steps			
Landscape			
Lawn Condition			
General Appearance			
Other			

EQUIPMENT

Lawn Mower	
Snow Blower	
Hoses, Rake, Shovel	
Ladder	
Combustible Storage	
Other	

For the protection of all, it is highly recommended that digital photos (both inside/outside) of the Parsonage be taken and placed in a dated file.

Person Filling Out This Form: _____
 Date: _____

Print Pastor's Name

Pastor's Signature

Print Trustee Chair's Name

Trustee Chair's Signature

Upper New York Conference

*Our mission is to live the gospel of Jesus Christ
And to be God's love with our neighbors in all places*

PARSONAGE TRANSITION FORM

Church: _____

Date of Pastoral Transition: _____

Pastor Vacating Parsonage: _____

ACKNOWLEDGEMENT OF CONDITION

Pursuant to UNY Clergy Housing Policies, the parsonage of the above named church, which is being vacated by the current pastor named above, has undergone the prescribed inspection:

Yes No

The condition of the parsonage as left by the pastor is acceptable, showing normal wear and tear and/or agreed upon deferral of maintenance: Yes No

The pastor has left the parsonage clean in accordance with the description provided in the Clergy Housing Policies: Yes No

As a result of occupancy by the above named pastor, the parsonage requires out-of-the-ordinary repairs or replacements: Yes No

a. Describe the repairs or replacements:

b. The estimated cost of the repairs or replacements is: \$ _____

c. The church has agreed to bear the cost of the repairs or replacements:
Yes No

d. The pastor is responsible for the cost of repairs or replacements: Yes No
 Payment to be made upon invoicing
 Payment to be made in installments; describe terms:

Print Pastor's Name *Pastor's Signature* *Date:*

Print Trustee chair's Name *Trustee Chair's Signature* *Date*

Send one copy to District Office. Pastor and Trustee Chair retain one copy each.

FORM #7

Upper New York Annual Conference
Our mission is to live the gospel of Jesus Christ
And to be God's love with our neighbors in all places

PARSONAGE REPORT

(Due two weeks prior to Church/Charge Conference)

Church: _____ Date: _____ District: _____

Person Reporting (not the Pastor): _____

Position _____ Contact Info: _____

Parsonage Address: _____

Current Occupant/Use: _____

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. ¶2533.4 2012 Book of Discipline.

Note: The Clergy Housing Policy with parsonage standards may be found by clicking on [this link](#).

1. Have you inspected the parsonage in light of the parsonage standards as adopted by the Annual Conference?

Yes No Date of Inspection: _____ **Provide a copy of the Parsonage Inspection Form to the District Office**

2. Excluding utilities, how much was expended on parsonage improvements and repairs since the last Church/Charge Conference?

\$ _____

3. What improvements or repairs were made?

4. What major appliances have been purchased this year?

5. If there is more than one church on the Charge, what formula do the churches use to share in the parsonage costs?

6. What are the plans for improvements and repairs in the future? a. Short Term:

b. Long Term:

7. Is there an inventory of parsonage furnishings? Yes No

8. If the parsonage is rented to a non-clergy person, is it registered as a taxable property? Yes No

9. When was the last time the following tests were performed in the parsonage:

a. State water purity standards (if well water) Date: _____

b. Radon Date: _____

c. Asbestos Date: _____

d. Lead Date: _____

e. Fire Extinguishers Date: _____

f. Smoke Detectors Date: _____

g. CO Detectors Date: _____

h. Chimney Date: _____

14. Are there conditions in the parsonage that could compromise the health of the parsonage family? Yes No

If "yes", please specify what and how this will be resolved:

15. How is lawn care and snow removal cared for?

16. Has there been any damage, beyond normal usage, including but not limited to damage caused by pets? Yes No

17. Are there any other issues to note?

Church: _____ Date: _____ District: _____

Pastor Reporting: _____

18. Have you received a copy of the *Parsonage Inspection Form* which accurately reflects the condition of the parsonage?

Yes No Date of Inspection: _____

19. Have you been given clear information on how maintenance issues are to be addressed? Yes No

20. List any maintenance issues which have been brought to the attention of the trustees that are currently unresolved:

21. Do pets reside within the parsonage? Yes No

22. Is smoking permitted within the parsonage? Yes No

23. Are you aware of your responsibilities in relation to occupancy of a parsonage in accordance with the UNY Clergy Housing Policy? Yes No

Please provide copies to: Superintendent, Pastor, Parsonage Committee, Trustees, and S/PPRC