The Staff/Parish Relations chair is the one primarily responsible to work with the out-going pastor/family, in-coming pastor/family, Trustees and Parsonage Committee. Parsonage issues are the most sensitive areas in the entire transitional process. Honesty and sensitivity are equally required. Some things that the church can be aware of:

1. Find out from your District Superintendent (DS) the exact week for moving.

2. Check with your DS on specific details. The following suggestions may assist you in this matter:
   - Visit the parsonage weeks before the move and schedule with present pastor when certain repairs can be done.
   - Consult with the incoming pastor related to moving arrangements. Moves can often be frustrating but if the pastor has made his/her own arrangements, he/she takes responsibility for a good move.
   - Chair of Staff/Parish Relations Committee or someone designated by the chair (such as chair of Parsonage Committee) needs to be present when the current pastor/family leaves, to agree that the parsonage is left ready for the new pastor or proper arrangements have been made to have it ready. It is important for everyone to be specific about this matter.
   - Have someone on hand to greet the new pastor/family. Generally it is an act of kindness to ask if there is anything you can help with and then leave so the pastor/family has some privacy as they begin to make the church house their home. If there are young children involved in the move, offer to arrange for playmates at someone’s house while the parents unpack.
   - An additional act of kindness is to have an evening meal provided for the pastor/family and some food for breakfast. One reason it is an act of kindness is that it lifts some of the pressure from the pastor who generally cannot even begin to move in until the afternoon. Frequently on moving day there are church emergencies that must receive attention.
   - Consider having cut flowers or special welcome treats for the children/youth at the parsonage. Use your imagination to guide you in creating a warm welcome.
1. Find out from your District Superintendent (DS) the exact week for moving.

2. Advance Visit to Parsonage:
   Hopefully, you have already visited the parsonage or have satisfied yourself with what to expect. Obviously, this is one of the most awkward parts in the transition: *how to express concern for what needs to be done before you arrive without appearing demanding*. There is no easy way through this. Yet, in most cases, you can come to an understanding with the Staff/Parish Relations Committee on what to expect and what will be satisfactory.

3. Inform Chair of Staff/Parish Relations Committee:
   Inform the chair of your new Staff/Parish Relations Committee of your moving arrangements and scheduled arrival time.
PARSONAGE INVENTORY
Date: ____________________

A. GENERAL

Charge: __________________________________________

Directions for finding the Parsonage: __________________________

Mailing Address of Parsonage: __________________________

Parsonage Telephone No: ___________ Church Telephone No(s): ___________

Is there a separate phone in parsonage for church use? Yes ____ No ____; No: ___________

B. ROOMS IN PARSONAGE

<table>
<thead>
<tr>
<th>Name of Room (As Applicable)</th>
<th>Dimensions (feet)</th>
<th>What Floor</th>
<th>Number of Closets</th>
<th>Comment (e.g., Not Heated) (List Furnishings in Section G)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foyer, Entry Hall</td>
<td>x</td>
<td>B 1 2 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Living Room</td>
<td>x</td>
<td>B 1 2 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sitting Room</td>
<td>x</td>
<td>B 1 2 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Den</td>
<td>x</td>
<td>B 1 2 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recreation, Family Room</td>
<td>x</td>
<td>B 1 2 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recreation, Family Room</td>
<td>x</td>
<td>B 1 2 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pastor’s Study</td>
<td>x</td>
<td>B 1 2 3</td>
<td></td>
<td>If in Parsonage</td>
</tr>
<tr>
<td>Office</td>
<td>x</td>
<td>B 1 2 3</td>
<td></td>
<td>If in Parsonage</td>
</tr>
<tr>
<td>Dining Room</td>
<td>x</td>
<td>B 1 2 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Breakfast Room</td>
<td>x</td>
<td>B 1 2 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kitchen</td>
<td>x</td>
<td>B 1 2 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bedroom #1</td>
<td>x</td>
<td>B 1 2 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bedroom #2</td>
<td>x</td>
<td>B 1 2 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bedroom #3</td>
<td>x</td>
<td>B 1 2 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional Bedroom</td>
<td>x</td>
<td>B 1 2 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional Bedroom</td>
<td>x</td>
<td>B 1 2 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bathroom #1</td>
<td>x</td>
<td>B 1 2 3</td>
<td></td>
<td>Tub ____; Shower ____; Number Sinks ____</td>
</tr>
<tr>
<td>Bathroom #2</td>
<td>x</td>
<td>B 1 2 3</td>
<td></td>
<td>Tub ____; Shower ____; Number Sinks ____</td>
</tr>
<tr>
<td>Additional Bathroom</td>
<td>x</td>
<td>B 1 2 3</td>
<td></td>
<td>Tub ____; Shower ____; Number Sinks ____</td>
</tr>
<tr>
<td>Porch</td>
<td>x</td>
<td>B 1 2 3</td>
<td></td>
<td>Screened? ____; Encl. w/ Windows? ____</td>
</tr>
<tr>
<td>Hallway #1</td>
<td>x</td>
<td>B 1 2 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hallway #2</td>
<td>x</td>
<td>B 1 2 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laundry Room</td>
<td>x</td>
<td>B 1 2 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Garage (G)</td>
<td>x</td>
<td></td>
<td></td>
<td>Attached? ____; Detached? ____</td>
</tr>
<tr>
<td>Shop</td>
<td>x</td>
<td>B 1 2 3 G</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carport</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
C. DETAILS FOR UTILITIES

1. Does Parsonage have central heating? Yes ___ No ___ If Yes, identify heating type(s): Gas ____; Fuel Oil ____; Electricity ____; Coal ____; Other ____;
   (Specify: ______________________________________________________________).
2. Is Parsonage heated by individual room heaters? Yes ___ No ___ If Yes, provide numbers of each type: Gas ____; Electricity ____; Coal ____; Wood ____; Kerosene ____; Fireplace ____;
   Other ____ : Specify:______________________________________________________).
3. Does Electrical Cabinet use Fuses? ____; Circuit Breakers? ____; Fuse Size(s) __________________________(amps); Are fuses/circuit breakers individually labeled? _____; Location: ____________________________________________
4. Water Shutoff Valve(s): Please provide location(s):
   ______________________________________________________________________
   ______________________________________________________________________

D. PARSONAGE FACILITIES AND APPLIANCES

1. Air Conditioning Central A/C ____; I Room A/C ____ (Number of Units: ____); None ____
2. Telephone Local Service Provider ____________________________________________
   Long Distance Provider _________________________________________________
3. Internet Provider _________________________________________________________
4. Electricity Yes ____; No ____ Service Provider ________________________________;
   Wired for 220 volts? _____
5. Sewage Disposal Municipal ____; Septic Tank and Field ____; Outhouse ____
6. Running Water Municipal ____; Well ____; Other (Specify) ____________________;
   None ____
7. Trash Collection Municipal ____; Private ____; How Often ____________________;
   None ____
8. Type of Cooking Stove Electric ____; Gas ____; Other (Specify Type)
   ______________________________________________________________________
9. Other Appliances and Equipment Provided Refrigerator ____; Vacuum Cleaner ____;
   Garbage Disposal Unit ____; Freezer (Separate from Refrigerator) ____; Dishwasher ____; Hand
   Lawn Mower ____; Power Lawn Mower ____; Storm Windows; Other (Specify)
   ______________________________________________________________________
   ______________________________________________________________________
10. Yard Partially Fenced Yard ____; Fully Enclosed and Fenced Yard ____; Space for Flower
    Garden ____; Space for Vegetable Garden ____; Shed for Lawn and Gardening Tools ____;
    Other(Specify))
    ______________________________________________________________________
11. Other(Specify)
    ______________________________________________________________________
E. STORAGE AREAS (Check and Describe As Applicable)
1. Attic  Attic Reached by Fixed Stairs ____; Attic Reached by Pull-Down Stairs ____;
   Attic Reached by Ladder ____.
2. Other Storage  Dry Basement Storage ____; Other Storage Space
   (Specify) ____________________________________________________________
3. Furniture Storage  Is any of the above storage space so arranged as to admit storage of large pieces of furniture?
   ________________________________________________________________

F. SCHOOLS
1. Name of County or City in whose school area Parsonage is Located: __________________
2. Distance (miles) to:  Public Elementary School ____; Public Middle (or Intermediate) School ____; High
   School ____; Other (Describe) _______________________________________
3. Are buses provided to:  Elementary School ____; Middle (or Intermediate School ____; High School ____;
   Other (Describe) _________________________________________________

G. PUBLIC TRANSPORTATION
1. Distance (miles) from Parsonage to nearest public transportation: ______________________
2. Distance (miles) to nearest full-service shopping area: _______________________________
3. Is there a grocery store within walking distance? ____.  How far? ______________________
4. How far is Parsonage from the Church (if a circuit, give distance to nearest church in circuit)?
   ________________________________________________________________
5. Distance (miles) from Parsonage to nearest Hospital: _______________________________
6. Distance (miles) from Parsonage to the Rescue Squad: ______________________________
7. How far is the nearest neighbor? _____________________________________________

List furniture, lamps, mirrors, rugs, carpets, drapes, custom pads or table linens for dining room, etc.

<table>
<thead>
<tr>
<th>Room</th>
<th>Items in Room</th>
<th>Purchase Date/Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Living Room</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dining Room</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kitchen</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bedroom #1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Room</td>
<td>Items in Room</td>
<td>Purchase Date/Cost</td>
</tr>
<tr>
<td>--------------</td>
<td>---------------</td>
<td>--------------------</td>
</tr>
<tr>
<td>Bedroom #2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bedroom #3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Extra Bedroom</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SIGNATURES:**

Chairperson, Pastor-Parish Relations Committee

Chairperson, Trustees

Pastor

Date ____________________
ON LEAVING THE PARSONAGE
A CHECKLIST FOR PASTORS

Give a copy of this completed form to Chair of Trustees, Chair of Staff/Parish Relations, and/or Chair of Parsonage Committee.

General Cleaning for each room
Windows
Washed inside and out
   Clean screens
   Clean window sills
   Clean blinds or shades
   Wash or have curtains cleaned
Woodwork
Wipe down all woodwork, baseboards
Doors, Door Facings, Stair Railings
Walls
   Clean off any spots
   Remove nails where pictures were and fill holes
Furniture
   Dust and vacuum
   Clean or have cleaned any soiled upholstery
Floors
   Carpet (Vacuum and clean or have cleaned)
      If you have pets, deodorize carpets and be certain that
      no fleas or flea eggs are left.
   Vinyl (scrub and wax) (Get the corners and kick spaces)
   Hard Wood (cleaned and waxed)
Shelves
   Dust and clean shelves, cabinets
      Remove drawers and vacuum behind them.
      You’d be amazed at what is often behind them.
   Air Duct Filters - replace with new filters if needed
Kitchen
   If any appliance is not working properly, please notify Trustees or
   Parsonage Committee in a timely manner so the problem can be
   fixed prior to the next family moving in.
   Stove: be sure it’s in good working order
      Clean outside, around and under all burners
      Replace drip pans, if they can’t be cleaned
   Hood over stove — clean (especially grease filter and fan)
   Oven—clean inside
   Refrigerator—be sure it’s in good working order
      Clean outside (especially top) and inside
      Take out shelves and drawers to clean properly
      Remove all food items
   Freezer—thaw, remove all food and clean
   Cabinets—clean inside and out (polish outside of wooden cabinets)
   Shelves—wipe down

√ Give a copy of this completed form to Chair of Trustees, Chair of Staff/Parish Relations, and/or Chair of Parsonage Committee.
Counter tops—clean and remove stains if possible
Sink—clean (leave a bar of unopened soap for next family)
  Dishwasher—clean inside and out (leave a small amount of
dishwasher detergent for next family)
Exhaust Fans—clean
Hot and cold air ducts—clean

Bathrooms
Commode—clean inside and out
Lavatory—clean
Tub and shower
  Clean glass sliding door for shower (include the track)
  Shower curtains (replace with new)
Medicine Cabinet—remove all items and clean
Drawers and counter tops—clean
Mirrors—clean
(Please leave behind a full roll of toilet paper, new soap)

Laundry Room
Washer—clean inside and out
Dryer—clean inside and out (clean filter)

Attic and Basement
Sweep
Remove all discarded items

Yard
Cut Grass
Trim Shrubbery
Haul away clippings and yard debris

Extras
Leave a flower arrangement or potted plant to welcome the new family.
Remind Parsonage Committee to have food in the house for the new family.
Remind Church to organize a welcoming reception for the new family.
Leave parsonage in condition you hope to find the parsonage you will be moving to.

Confirmation of Parsonage Inspection

We find the parsonage of ________________________________ United Methodist Church to have
been left in proper condition.

Date _________________________
Pastor ____________________________________
Parsonage Committee Chair ______________________________
Staff/Parish Relations Chair ______________________________
MINIMUM STANDARDS FOR THE PARSONAGE

In order to thrive, every pastor must have respected, private space. Every church/charge must provide housing or an adequate housing allowance for its full time pastor(s).

The 2012 Book of Discipline of the United Methodist Church states that the Church Council shall "review the recommendation of the committee on Staff/Parish Relations regarding provision of adequate housing for the pastor(s), and report the same to the charge conference for approval. Housing provisions shall comply with the annual conference housing policy and parsonage standards. Housing shall not be considered as part of compensation or remuneration." (¶252.4e)

The Staff/Parish Relations Committee also has consultative power and responsibilities for the parsonage except to the extent provided for in denominational pension and benefits plan (¶258.2g(16)). This committee is to consult with the Church Council to provide for "housing (which may be a church-owned parsonage or housing allowance in lieu of parsonage if in compliance with the policy of the annual conference.)." This paragraph also includes these words: "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."

The Board of Trustees of the local church is charged with supervision, oversight and care of property, including the church-owned parsonage. The Charge Conference may assign some of these duties to the chair of a Parsonage Committee.

The church today demands the clergy to be not only a preacher, as was the early circuit rider, but a resident pastor and responsible citizen in the community. In order to meet these felt needs, and to call men and women to a dedicated ministry, the church must provide living conditions that will establish an adequate base from which to operate. It is the privilege and responsibility of the members of each congregation to provide a physical setting which will give the parsonage family the comfort and convenience so that the energies of the pastor may be more concentrated on his or her task and willing service in the church of God. It is the responsibility of the parsonage family to provide cleaning and care of the parsonage, which will protect the interior facilities and amenities such as paint and floor coverings. Because the parsonage, like the church building, reflects upon the congregation and pastor, it should be in such condition that all concerned can be justifiably proud of it. In view of this, parsonages must meet the Conference Parsonage Standards which can be found in the 2015 Conference Journal, J14-J15 or it can be located on our website in the report of the committee on Equitable Compensation.

Parsonages should be large enough to accommodate the pastor’s family, and provide adequate space for the entertainment of guests. The following minimum standards are recommended:

- 1800 square feet living space
- 3 bedrooms and 2 bathrooms
- Adequate major appliances (stove, refrigerator, washer, and dryer)
- Hot and cold running water in bathrooms, kitchen, and laundry
- Adequate heating and air conditioning
- Adequate closet and storage space
- Adequate garage or carport space with outdoor storage area
- Proper sewer disposal
- Fire extinguisher in kitchen
- Smoke detectors for kitchen, living, and bedroom areas
- Window covering, drapes, curtains, and/or blinds

As of 2008, parsonage families in the Texas Annual Conference provide all furniture. In 2016, the Annual
Conference adopted a resolution stating: In the case of no parsonage, the minimum housing allowance amount for clergy (and clergy couples) will be set using a rate of 25% of pension cash for each clergy. The calculated allowance is compared to an amount (i.e. annual cost) determined to be the fair market value for homes in the respective neighborhood where the clergy home is located. If the annual cost for fair market value is greater than the calculated housing allowance, then the allowance is increased to equate to the fair market cost.

Note: The above Clergy Housing Allowance Policy and the requirement for either a parsonage or housing allowance in lieu of parsonage pertain only to fulltime elders (including provisional elders) and full-time local pastors. The primary concern in establishing a minimum housing allowance amount was to ensure that clergy at the lower end of the compensation range and that clergy couples each receive an adequate housing allowance.

If parsonage family is expected to maintain the lawn, the church should provide a mower, lawn tools, and hoses. The congregation should insure the parsonage; the parsonage family may insure personal property with tenant homeowners’ insurance. The parsonage(s) should be inspected at least once a year, and maintained in good condition. Congregations must remember that the parsonage is the pastor’s home and all necessary inspections, repairs, and service visits should be scheduled in advance to meet the convenience of the parsonage family.