

Annual Parsonage Accountability Review

Supplement to the Annual Report of Trustees

Church _____

District _____

Questions 1 through 11 are expectations to be completed every year as per the Annual Conference Clergy Housing Standards Policy found in the Oklahoma Conference Journal. Additional paper may be used in completing this report.

1. Was an annual parsonage inspection done by the pastor's family, the chairperson of the committee of pastor-parish relations, the chairperson of the board of trustees as per the 2008 *Book of Discipline*, 258.2g (16). _____ ¶
2. Were the carpets and draperies cleaned this year? _____ Date _____ If not, when will it be done? _____
3. Was the fireplace/chimney cleaned? _____ Date _____ If not, when will it be done? _____
4. Were the heat and air ducts cleaned? _____ Date _____ If not, when will it be done? _____
5. Were the smoke/carbon monoxide alarm batteries checked and changed? _____ Date _____
6. Was the kitchen fire extinguisher checked and charged? _____ Date _____
7. Was a termite inspection done this year? _____ Date _____ Findings _____
If not, when will it be done? _____
8. Does the parsonage family have pets living in the parsonage? _____ If so, has a Pest Control Service Company inspected and treated the parsonage? _____ Date? _____
If not, when will it be done? _____
9. Does the parsonage meet (or exceed) the Minimum Parsonage Standards established by the Oklahoma Annual Conference? _____ If not, what is being done to bring it up to minimum standards?
10. In view of the current Minimum Parsonage Standards established by the Oklahoma Annual Conference in what way are the trustees addressing the needs to meet the Parsonage Standards?
11. What priorities have been established for repairs, maintenance, furniture or appliance replacement, new carpet, draperies, redecorating, landscaping or other needs for the coming year?

Needs

Est. Cost

Est. Date of Completion

12. Where are the instruction and warranties of all appliances kept on file? _____
(Suggestion: Fix a box or notebook to contain records of repairs, instructions, warranties, etc. and keep copies of the records in the parsonage.)

13. How many bedrooms with closets are in the Parsonage _____ Baths _____ Other closets _____

14. Is there a family room in addition to a living room? _____

15. Is there a utility room? _____ Where is it located? _____

If not, where are the washer and dryer kept? _____

16. Is there storage space for tools and yard equipment? _____ Where? _____

17. What appliances are provided by the church: (Please check)

Stove Refrigerator Washer Dryer Disposal Dishwasher

18. Is there an efficient heating and cooling system? _____ What type of system? _____

Are plans being made to up-date the system if it is not efficient? _____

If so, when? _____

19. Year parsonage was built? _____ (If you do not know, call a title company.)

20. Date of purchase if not built by church _____

21. Number of additional structures on parsonage property _____ Date(s) when built _____

22. Date of last appraisal or market analysis _____

Appraised amount _____ for insurance purposes.

23. What percent of appraised value is budgeted? (At least 2 percent is mandated in the Annual Conference Clergy Housing Standards Policy for maintenance and repairs of the parsonage.)

24. What maintenance, remodeling or redecoration has been completed since the last report?

25. What furnishings and/or appliances have been placed, replaced or repairs in the parsonage since the last report?

<u>Furniture/appliance</u>	<u>Date and place of purchase</u>	<u>Type of repair</u>	<u>Cost</u>
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26. Did the pastor-Parish Relations Committee and/or Trustees have at least one meeting to tour the parsonage this year? _____ Date? _____

Signed by Trustees chair _____ Date _____

PPR chair _____ Date _____

Pastor _____ Date _____

***Copies of this report will be sent to the District Superintendent and the Committee on Clergy Housing. Previous Annual Parsonage Accountability Reviews will be compared to determine the level of improvements being made on parsonages.*

Revised 07/2010