

The Evangelical Congregational Church  
Annual Church-Owned Parsonage Review Form

(According to National Conference Rule 1002.b, this form is to be used for an annual 'walk-thru' of church-owned parsonages at the time that the pastor's salary is set.)

Church \_\_\_\_\_

Date \_\_\_\_\_

**Pastor:** (Please complete your portion of the review prior to the walk-thru.)

\_\_\_\_\_ Was this walk-thru set for a mutually agreeable date and time? If not, please explain.

\_\_\_\_\_ Do you carry a renter's insurance policy on your contents of the parsonage?

\_\_\_\_\_ List any items within the parsonage that are the responsibility of the church that you feel need repaired, replaced, or upgraded. Please list in order of priorities.

\_\_\_\_\_ List any items that you would like your local church governing board to consider for your parsonage.

**Annual Parsonage Review:** (The 'walk-thru' and this form is to be completed by a Steward or a member of the Finance committee or a member of the group responsible for setting the pastors' salary and a Trustee and the Lay Delegate.)

\_\_\_\_\_ Was this walk-thru set for a mutually agreeable date and time? If not, please explain.

**Please review and complete the following checklist as you make the 'walk-thru' the parsonage. Note that NOT all items listed in the checklist will apply to every parsonage. (R) is an item required by rule 1002.b.**

Living room:

Carpet (R) - \_\_\_\_\_ Is it provided?  
\_\_\_\_\_ When was it last replaced?  
\_\_\_\_\_ Does it need replaced?  
\_\_\_\_\_ Who is responsible for the cleaning?  
\_\_\_\_\_ Paint  
\_\_\_\_\_ Other Flooring  
\_\_\_\_\_ Ceiling Fans / Lighting fixtures  
\_\_\_\_\_ Foyer

Drapes or Other Window Coverings (R)-  
\_\_\_\_\_ Are they provided  
\_\_\_\_\_ When were they last replaced?  
\_\_\_\_\_ Do they need replaced?  
\_\_\_\_\_ Who is responsible for the cleaning?  
\_\_\_\_\_ Other

Kitchen:

Refrigerator (R)- \_\_\_\_\_ Is it provided?  
\_\_\_\_\_ How old is it?  
\_\_\_\_\_ In good operation?  
\_\_\_\_\_ If not, what is the problem?  
\_\_\_\_\_ Dishwasher, if provided  
\_\_\_\_\_ Paint  
\_\_\_\_\_ Flooring  
\_\_\_\_\_ Ceiling Fans/Lighting Fixtures

Stove (R)- \_\_\_\_\_ Is it provided?  
\_\_\_\_\_ How old is it?  
\_\_\_\_\_ In good operation?  
\_\_\_\_\_ If not, what is the problem?  
\_\_\_\_\_ Garbage Disposal, if provided  
\_\_\_\_\_ Other

Dining Room

\_\_\_\_\_ Paint  
\_\_\_\_\_ Flooring/or carpeting  
\_\_\_\_\_ Ceiling Fans / Lighting fixtures  
\_\_\_\_\_ Other

Laundry

Washer - \_\_\_\_\_ Is it provided?  
\_\_\_\_\_ How old is it?  
\_\_\_\_\_ In good operation?  
\_\_\_\_\_ If not, what is the problem?  
Dryer - \_\_\_\_\_ Is it provided?  
\_\_\_\_\_ How old is it?  
\_\_\_\_\_ In good operation?  
\_\_\_\_\_ If not, what is the problem?

Family Room/Den:

\_\_\_\_\_ Paint  
\_\_\_\_\_ Flooring/or carpeting

- Ceiling Fans / Lighting fixtures
- Fireplace
- Other

**Hallway and Stairs:**

- Paint
- Flooring / or carpeting
- Lighting
- Other

**Bathroom(s):**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Paint                   | <input type="checkbox"/> Paint                   | <input type="checkbox"/> Paint                   |
| <input type="checkbox"/> Flooring / or carpeting | <input type="checkbox"/> Flooring / or carpeting | <input type="checkbox"/> Flooring / or carpeting |
| <input type="checkbox"/> Fixtures                | <input type="checkbox"/> Fixtures                | <input type="checkbox"/> Fixtures                |
| <input type="checkbox"/> Exhaust Fan/lighting    | <input type="checkbox"/> Exhaust Fan/lighting    | <input type="checkbox"/> Exhaust Fan/lighting    |
| <input type="checkbox"/> Other                   | <input type="checkbox"/> Other                   | <input type="checkbox"/> Other                   |

**Bedrooms:**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Paint                   | <input type="checkbox"/> Paint                   | <input type="checkbox"/> Paint                   |
| <input type="checkbox"/> Flooring / or carpeting | <input type="checkbox"/> Flooring / or carpeting | <input type="checkbox"/> Flooring / or carpeting |
| <input type="checkbox"/> Other                   | <input type="checkbox"/> Other                   | <input type="checkbox"/> Other                   |

**Basement:**

Furnace and Air Conditioning:

- |  |  |
|--|--|
| <input type="checkbox"/> Are they in proper working order? | <input type="checkbox"/> Filters replaced and/or cleaned?    |
| <input type="checkbox"/> When was it last replaced?        | <input type="checkbox"/> Who is responsible for maintenance? |

Electrical:  Enough outlets and power into the house? Any problems, please explain.

Plumbing:

- Plumbing adequate -for the bathrooms, kitchen and laundry?
- Water leaks?
- Water Heater -- working and adequate for this family?
- Water Softener, if provided

Other:

**Garage:**

- Garage Door
- Lighting
- Other

**Parsonage Structure:**

- Windows, storm windows or insulated windows
- Storm doors, screen doors and outside doors
- Insulation
- Roof
- Other

**Outside:**

- Outside landscaping and care
- Outside lighting
- Sidewalks, porch, driveway
- Deck, patio
- Other

**Safety Issues:**

Smoke Detectors and Fire Escape Ladder (R)

- Are they provided and located in all areas of the house as suggested by fire safety officials?
- Are there batteries and who provides them and who installs them?

Deadbolts and Locks on the Doors:

Broken Doors, windows, sidewalks, steps or stairs, etc. that pose a safety hazard?

Other:

Is the church paying for the following parsonage utilities as mandated under National Conference rule 1002.b?

_____	Electric
_____	Gas or Oil
_____	Water and sewer
_____	Base Telephone

\_\_\_\_\_ Does the church have adequate insurance against fire or other loss of property in regards to the parsonage?

List priorities for the upkeep and repair of parsonage:

Immediate Needs—

One Year –

Five Years -

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Copies to: Pastor, Conference Minister, and placed in minutes of the Official Board or Ministry Council.

(Pastors Compensation Committee, April, 2007)