

Parsonage Maintenance Checklist

This list is meant to aid the Trustees/Parsonage Committee and Pastor in assuring that the parsonage is a well maintained asset of the church for ministry. The checklist should be completed by the Trustees/parsonage committee and the pastor of the church every year. A copy of the checklist shall be included in the charge conference reports.

Item	Person(s) Responsible	Date Completed
Check Smoke Alarms/Change Batteries	Pastor	_____
Check/Maintain Carbon Monoxide Detectors	Pastor	_____
Charge Fire Extinguishers	Trustees	_____
Professionally Inspect/Clean Furnace	Trustees	_____
Change Filters in Heat/Air System Quarterly	Pastor	_____
Clean Dryer Vent	Trustees	_____
Inspect/Clean Chimney	Trustees	_____
Service Water Heater	Trustees	_____
Inspect/Clean Air Conditioning Unit	Trustees	_____
Inspect/Service Attic Fan	Trustees	_____
Clean gutters and downspouts	Trustees	_____
Inspect grading around house for drainage	Trustees	_____
Check painted surfaces for damage/wear	Trustees	_____
Check fencing, lawn and landscaping	Trustees	_____
Inspect/Treat for termites and other pests	Trustees	_____
Open/close foundation vents seasonally	Pastor	_____
Inspect/maintain septic system	Trustees	_____
Check caulking around sinks, tubs, showers	Pastor	_____
Repair caulking in wet areas & around windows	Trustees	_____
Inspect floor coverings for damage/wear	Trustees	_____
Inspect roof (every five years)	Trustees	_____

Additional Items Checked/Repaired:

_____	_____	_____
_____	_____	_____
_____	_____	_____

Comments/Notes:

Chair of Trustees

Chair of Parsonage Committee

Pastor

Date of Parsonage Inspection

Parsonage Covenant

The parsonage is a sign of mutual commitment by both the church and the pastor to fully engage in ministry in the mission field. A well maintained parsonage undergirds the leadership of the pastor and offers a witness to the wider community of the church's commitment to be in ministry with and for the people of the mission field. Therefore the Trustees of the _____ Church/Charge and _____, the appointed pastor of the church/charge, covenant together to care for the parsonage as stewards of the resources of the church for the sake of making disciples of Jesus Christ for the transformation of the world.

The Trustees covenant to:

- Insure the parsonage meets or exceeds standards set by the Annual Conference
- Maintain the physical structure and keep it in good repair
- Assume responsibility for all equipment including heat and air units, water heater, light fixtures, appliances, lawn mower, smoke & carbon monoxide detectors
- Repair and replacement of furnishings including floor coverings, wall treatments, window treatments, and furniture
- Respect the privacy of the pastor and his/her family in their parsonage home

The Pastor covenants to:

- Keep the property clean and attractive inside and out
- Maintain lawn and exterior, including leaf and snow removal
- Facilitate minor repairs and maintenance including replacing light bulbs, furnace filters, batteries in smoke and carbon monoxide detectors
- Repair damage caused by pets, guests or the pastor and his/her family
- Provide a cleaning/repair deposit for pets
- Respect the parsonage as a trust from the congregation

The Pastor and the Trustees covenant together to:

- Conduct a yearly inspection of the home, noting conditions of the interior and exterior and agreeing to repairs needed
- Discuss interior and exterior decorating and agree to alterations
- Schedule repairs at mutually agreed upon times

Signed by:

Chair of Trustees

Pastor

District Superintendent