

PARSONAGE CHECKLIST

Supplement to the Annual Report of Trustees

Church _____

District _____

1. Estimated replacement value of parsonage and furnishings: \$ _____
2. a. Amount budgeted for parsonage maintenance and/or remodel: \$ _____
b. What percent of appraised value is budgeted? _____ (2% of item 1 is recommended)
3. What priorities have been established for repairs, maintenance, furniture or appliance replacement, new carpet, draperies, redecorating, landscaping or other needs for the coming year?

	<u>Needs</u>	<u>Est. cost</u>
(1)	_____	\$ _____
(2)	_____	\$ _____
(3)	_____	\$ _____

- (4) Does the parsonage meet (or exceed) the Minimum Parsonage Standards established by the Oklahoma Annual Conference? _____ If it fails to meet the minimum standards, indicate what steps are being taken to meet those standards? _____
- (5) What maintenance, remodeling or redecoration has been completed since the last report? _____
- (6) What furnishings and/or appliances have been placed in the parsonage or repaired since the last report?

<u>Furniture/Appliance</u>	<u>Date of Purchase & Dealer</u>	<u>Type of Repair</u>	<u>Cost</u>
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____

Where are instructions & warranties of home contents on file? _____

- (7) What amount is personal property insurance of parsonage family \$ _____
Name of ins. Company _____
- (8) What is condition of parsonage? (check one) ☐ Below Average ☐ Average ☐ Above Average
- (9) _____ # of Bedrooms in Parsonage _____ # of Baths _____ # of Closets Are there closets in each bedroom? _____
- (10) Is there a family room (in addition to living room)? _____
- (11) Is there a utility room? _____ Is it in a convenient location? _____
- (12) Is there adequate space to entertain 30 people at a social function? _____
- (13) Is there a guestroom or hide-a-bed for overnight guests? _____
- (14) Is there storage space for tools and yard equipment? _____
- (15) Appliances provided: ☐ Stove ☐ Refrigerator ☐ Washer ☐ Dryer ☐ Disposal ☐ Dishwasher ☐ Freezer ☐ Microwave
- (16) Is there a central heating and cooling system? _____ If not, what type of system? _____
- (17) Are utility & telephone bills (except long distance calls) handled directly by the church? _____ If there is a utility allowance, does it cover the cost of living in the parsonage? _____ If not, explain: _____
- (18) Does the parsonage family have pets living in the parsonage? _____
- (19) Have carpets and draperies been cleaned this year? _____ If not, what was the last day they were cleaned? _____
- (20) Did the Pastor-Parish Relations Committee and/or Trustees have at least one meeting to tour the parsonage this year? _____
What date? _____

Signed by Trustees chair _____

Date _____

Signed by PPR chair _____

Date _____