FORM #5
YEAR 2026

CHARGE:
DISTRICT:

ANNUAL PARSONAGE INSPECTION REPORT (¶2533.4)

Form to be completed by the Pastor (and spouse – if applicable), Trustee Chair, and S/PPRC Chair to each Annual Charge/Church Conference with copies being submitted to: Pastor, Trustees, S/PPRC, and Conference Superintendent. A 6-month progress report may be required by the Conference Superintendent, or requested by any of the above.

PARSONAGE STREET ADDRESS (with township)		DATE OF INSPECTION	
PARSONAGE OWNED BY		IS A 6-MONTH REPORT REQUIRED?	
INSPECTION PERFORMED BY (list names)		DATE DS (or designee) LAST VISITED	
PARSONAGE ESCROW	$	BUDGET FOR COMING YEAR PARSONAGE MAINTENANCE	$
SPENT PREVIOUSLY YTD FOR PARSONAGE MAINTENANCE	$	AMOUNT NEEDED FOR ITEMS IN THIS REPORT	$
HOW WILL ANY SHORTFALL BE FUNDED?			
PARSONAGE RENTAL - Is there a rental lease? (attach copy) End of lease date			

PARSONAGE INSPECTION CONVERSATION/ACTIONS:

I) SOUND CONSTRUCTION and LOCAL CODES:

Does the parsonage evidence a state of sound construction, and is the parsonage in compliance with local building, utility and zoning codes?

Explain:

Next-step action and timetable:

II) THE LOT/GROUNDS:

Are the grounds well-graded and drained so as to prevent basement dampness and no standing water on the grounds?

Explain:

Next-step action and timetable:

Is landscaping presentable, and is there sufficient area for recreation and leisure?

Is there adequate storage on the grounds *(for lawnmower, snow removal items, small recreational items)?*

Explain:

Next-step action and timetable:

III) ENTRANCES:

Are entrances under cover with adequate lighting, and are doors equipped with functional locks, including deadbolts?

Explain:

Next-step action and timetable:

IV) WINDOWS, DOORS AND TREATMENTS:

Are windows and doors functional and energy-efficient, including screens and storm windows?

Are window coverings of good quality and neutral color?

Explain:

Next-step action and timetable:

V) ELECTRICAL:

Is electrical service safe and sufficient – including appropriate number of receptacles in each room – with "GFI" outlets in rooms with a nearby water station?

Explain:

Next-step action and timetable:

VI) HEATING AND COOLING SYSTEMS:

Does the HEATING system function adequately and efficiently – meeting a minimum heat-set temperature of 68-70 degrees?

Explain:

Next-step action and timetable:

Does the COOLING system (Central Air or Window Units to be provided) function adequately and efficiently – meeting a minimum cooling-set temperature of 74 degrees?

Explain:

Next-step action and timetable:

VII) ACCESSIBILITY:

Each church/charge should regularly assess and strive for parsonage accessibility *for clergy/clergy families as well as parishioners who may visit the pastor's home.*

a) Is the entrance wheelchair-width and is the first-floor accessible?

Notes:

b) Is there a bedroom and full bath on the first floor?

Notes:

c) Is there a fully accessible laundry facility on the first floor?

Notes:

Could modifications be made to improve accessibility to this parsonage?

Explain:

Next-step action and timetable:

VIII) Garage

A two-car garage is preferable with easy-operating overhead doors and an alternate access door. Adequate overhead and access lighting, along with sufficient outlets, should be provided. Is the house wheelchair-accessible from the garage?

(Are these garage standards being met?)
Explain:

Next-step action and timetable:

IX) Basement

Is the basement adequately lighted, dry, free of debris, and offering adequate storage space?

Explain:

Next-step action and timetable:

NOTE: Is the basement:

a) Equipped with a dehumidifier?
b) Tested every 10 years for Radon Gas or have a functioning Radon Abatement system? Date of last test:
c) Equipped with a Ground-Fault Interrupt (GFI)-outlet?
d) Water sensors installed:

Explain:

Next-step action and timetable:

X) APPLICANCES / EQUIPMENT:

Does the parsonage have the following fully operational/energy efficient appliances?

Oven / Range
Refrigerator
Washer
Dryer
Lawnmower
Snow Blower (or shovels as appropriate)

Explain:

Next-step action and timetable:

XI) Interior Rooms and Standards

Are all interior walls of drywall construction and painted in neutral colors? (Paneling is discouraged.)

Explain:

Next-step action and timetable:

Is all interior flooring in good condition?

Explain:

Next-step action and timetable:

Kitchen

Is there adequate working and seating space in the kitchen? Is there adequate counter, cabinet and shelving/drawer space?

Explain:

Next-step action and timetable:

Living Room

Is a minimum of 180 sq. ft. or larger provided?

Explain:

Next-step action and timetable:

Is a ceiling light or at least one wall switched outlet provided?

Explain:

Next-step action and timetable:

Dining Room

Is there adequate gathering space in the dining room, with appropriate lighting?

Explain:

Next-step action and timetable:

Family Room

Is there sufficient gathering space, and a ceiling light or at least one wall-switched outlet?

Explain:

Next-step action and timetable:

Bathrooms

Are the bathrooms located in such a way as to respect privacy?

Explain:

Next-step action and timetable:

Is the family bathroom located on the same floor as most of the bedrooms?

Is a tub with shower and adequate linen storage provided?

Is at least a half-bath provided on the main floor of the house?

Explain:

Next-step action and timetable:

Are the bathrooms equipped with GFI outlets, functional exhaust fan, ceiling light, functional, modern plumbing, and the floor covered with non-skid tile or linoleum?
Explain:

Next-step action and timetable:

Laundry Room

Is a laundry room provided with adequate lighting, work sink, and work space?

Explain:

Next-step action and timetable:

Bedrooms:

Does the parsonage have at least 3 bedrooms?

Does each bedroom have sufficient closet space, and appropriate flooring?
Notes:

Does each bedroom have a ceiling light or at least one wall-switched outlet for light?

Explain:

Next-step action and timetable:

Pastor's Study/Office:

Is there adequate and functional space dedicated for the pastor's home office/work study?

Explain:

Next-step action and timetable:

Study/Church Office Combined:

- In situations where the church/charge office is situated in the parsonage, a separate exterior entrance is required; a half-bath is required; and appropriate furnishings and office equipment

are essential. If applicable in your context, please answer the following:

DOES THIS STUDY/CHURCH OFFICE MEET THE ABOVE PARAMETERS?

Explain:

Next-step action and timetable:

XII) Exterior Standards

Is the parsonage exterior *(wood, siding, windows/frames/lighting/roofing/spouting)* in good shape so as to care for the family and appropriately care for this property?
Explain:

Next-step action and timetable:

XIII) UTILITIES*/SERVICES TO BE PROVIDED:

1) Heating and Cooling *(Central Air OR Window Units) [Electric, gas, oil, solar]*
2) Electricity
3) Water *(If private well, testing and treating for potable water should occur at least annually, with treatment systems added and bottled water provided if water does not meet potable standards.)*
4) Refuse *(garbage pickup)* and recycling *(where offered)* services shall be provided.
5) Basic phone service *(a landline or one basic cell phone)*
6) Antenna for Television, OR the connection/installation fee for basic TV *(NOT ongoing service)*
7) Functional smoke detectors, carbon monoxide detectors, and fire extinguishers on each floor

Are the utility provisions as set forth above being fulfilled?
Explain:

Next-step action and timetable:

XIV) MAINTENANCE STANDARDS TO BE REVIEWED ANNUALLY:

1) Lawn mowing/care and snow removal is the responsibility of the resident clergy, but appropriate equipment must be provided and maintained by the church.
2) Clergy may perform basic maintenance with material re-imbursement but shall not be required to do this.
3) No painting or remodeling or structural changes shall be done without approval by church/charge leadership.
4) The church/charge shall monitor the parsonage for regular maintenance, appliance care, and equipment and capital upgrades, etc.
5) Are the following checked annually to comply with minimum standards for safe inhabitance?
    a. chimney, fireplace, wood-burning stove
    b. sewer/septic
    c. plumbing
    d. water supply (including hot water)
    e. electrical
    f. locking mechanisms/security

g. Air quality (with specific attention given to mold issues)
h. Termite, insect and vermin control

Explain:

Next-step action and timetable:

Is the church/charge budgeting monies annually for parsonage repairs/maintenance *(with unused funds escrowed at the end of the year)*?
Explain:

Next-step action and timetable:

XV) PET CARE AND PROPERTY RESPONSIBILITY

While clergy and clergy families have the right to pet ownership, appropriate care of the pets and of the parsonage property is essential. Clergy are responsible for any damages caused by pets.

1) Are pets on the premise are being adequately and humanely cared for?
Notes:

2) Is there evidence of damage *(having occurred or now occurring)* to the Parsonage property *(flooring, walls, entrances, grounds, etc.)* in any way *(including but not limited to visual damage, odor impact, etc.)?*

Explain:

Next-step action and timetable:

XVI) ANNUAL, MANDATED, PARSONAGE INSPECTION

Each church/charge and each appointed pastor residing in a parsonage MUST schedule an annual parsonage inspection at the pastor's convenience. Said inspection should include walkthrough by the clergy (and spouse as desired), Pastor (Staff) Parish Relations Chair or designee, and Trustee Chair or designee. This form should be used to guide the inspection, facilitate conversation, and serve as the basis for outlining action steps. This Parsonage Inspection should be presented to Trustees and/or Leadership Council, and the Church/Charge Conference.

The District Superintendent must be notified of any inadequacies, and informed of the timetable for action toward correction/upgrade and compliance.
Once the reported action is completed, the District Superintendent shall be notified.

XVII) AT THE TIME OF APPOINTMENT CHANGE AND TRANSITION:

Exiting clergy shall:

1) Remove all personal property and arrange for removal of unwanted items, trash, etc.
2) Leave the house clean, including appliances, cabinets, garages, etc.

3) Sanitize the house of pet odors, etc.
4) Remove any items or aspects introduced into the house/property by clergy/clergy family.
5) Surrender all parsonage keys and garage accesses.

The church/charge shall:

1) Attend to window treatments, cleaning and upgrades.
2) Clean all carpets and flooring
3) Assess smoke and carbon monoxide detectors, fire extinguishers, and appliances.
4) Assess electrical, plumbing, security and all parsonage systems – taking appropriate action for necessary upgrades.
5) Initiate repairs, and paint (neutral colors).

This completed report must be shared with Trustees and/or Council, and the District Superintendent for review, and then must be presented to the Church/Charge Conference for review.

SIGNATURES affirm that each signatory was physically present and walked through the parsonage, garage and grounds on this inspection. If a pastor will not allow access to the parsonage for inspection, S/PPRC chair shall notify the District Superintendent. Pastors who do not allow a physical inspection of the parsonage are subject to disciplinary action.

Date:

Pastor: _____

S/PPRC Chair or designee: _____

Trustee Chair or designee: _____

Signature affirming receipt of report:

Conference Superintendent: