

Recommendations to the 2016 Annual Conference

1 All full-time pastors shall have an accountable reimbursement expense line item in the church budget to cover
2 mileage for pastoral work, continuing education, and other professional ministerial expenses as allowed by the
3 IRS. This reimbursable amount shall be at least \$2,500. For the churches that are receiving Equitable
4 Compensation support, their accountable reimbursement expense line should not exceed \$2,500.

5 All full-time pastors shall be entitled to receive the following vacation per appointment year:

6 Minimum 4 weeks of vacation for the first 10 years of full-time service, after that it is 5 weeks.

7 Vacation time shall not be cumulative from year to year. Local churches may not consider time spent in
8 leadership responsibilities in conference activities as vacation time. This includes Course of Study, Local Pastors
9 Licensing School, Camps, Annual Conference-related Ministries, and other education and renewal as required by
10 The Book of Discipline (§350.2).

11 Submitted by Jennifer Cho
12 Chair, Commission on Equitable Compensation

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14 **Recommendation** 15 **Standards for Parsonages July 2016** 16 **Impact on the Conference Budget**

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18 **Be it resolved** that the following recommendation be adopted as the parsonage standards for the GNJUMC
19 effective July 2, 2016:

20 **Responsible Group in the Local Church**

21 The Book of Discipline does not mandate a parsonage committee however, it is strongly recommends that each
22 local church charge conference form a parsonage committee. The committee will follow-up to assure timely
23 resolution of parsonage problems affecting the health of the pastor or pastor's family. The chairperson of the
24 committee on pastor-parish relations, the chairperson of the board of trustees, and the pastor shall make an
25 annual review of the church-owned parsonage to assure proper maintenance. (§ 258.2 g (16) and § 2532.4)

26 **Standards for Parsonage (Existing Parsonages)**

27 For existing parsonages, each local charge shall provide and maintain the following furnishings:

- 28 1. Living room and family room furniture.
 - 29 2. Dining room furniture.
 - 30 3. Kitchen, including stove, refrigerator with separate freezer compartment, exhaust fan, and dishwasher.
 - 31 4. Laundry equipment – automatic washer and dryer.
 - 32 5. Standard cable television connection or equivalent, high speed internet service, and one telephone line
33 (cell or land line). Where possible consider bundling the services.
 - 34 6. Floor coverings, solid services are preferred.
 - 35 7. Window shades and blinds, or curtains and drapes, functioning.
 - 36 8. One fire extinguisher in kitchen and one extinguisher outside of the furnace room. There shall be at
37 least one extinguisher per floor level. All fire extinguishers should be in compliance with local code
38 requirements for rental properties.
 - 39 9. Smoke and carbon monoxide detectors in compliance with local code requirements for rental
40 properties.
 - 41 10. Closets or free standing storage units in each bedroom.
 - 42 11. Drives and walks should be hard surfaced.
 - 43 12. Minimally acceptable outside lighting.
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- 1 13. Trash cans. In municipalities where garbage pickup is not part of the tax base and is billed to the
2 parsonage, that local churches pay for this service.
- 3 14. Lawn mower and snow removal equipment (shovel or snow blower, appropriate to the need), or
4 appropriate service, the cost of which will be determined by mutual agreement between the pastor and
5 the Board of Trustees.
- 6 15. A study for the pastor in either the parsonage or church building. Office furnishing shall include a desk,
7 desk chair, minimally acceptable shelving for the pastor's library, additional chairs, and a locking filing
8 cabinet.
- 9 16. Furnishings for special rooms such as sun porch, den, etc., that may be different from one charge to
10 another.
- 11 17. Parsonage electrical service shall conform to the current National Electrical Code.
- 12 18. Parking space for a minimum of one (1) car shall be provided.
- 13 19. Each charge shall decide if it will provide a security/alarm system.
- 14 20. Septic and sewer system shall be fully functional to meet the needs of parsonage family

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Additional Suggestions

- 17 1. Electrical service to be inspected every five (5) years by a licensed electrician.
- 18 2. Roof inspection every five (5) years.
- 19 3. Energy Audit every five (5) years.

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Standards for Parsonages (Purchasing or Building a New Parsonage)

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23 All newly constructed or newly purchased parsonages shall be in full compliance with the dictates of the Book of
24 Discipline. Consideration shall be made for those with handicapping conditions:

25 *Provide on the ground-floor of a newly constructed parsonage: (1) one room that can be used as a bedroom*
26 *by a person with a disability; (2) a fully accessible bathroom; and (3) fully accessible laundry facilities*
27 *(¶2544.4d)*

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1. Option One

- 30 a) The use of maintenance-free materials in building and in finishing and furnishing. These contribute to
31 keeping maintenance costs lower.
- 32 b) The following room requirements:
 - 33 (a) Living Room/Family Room
 - 34 (b) Dining Room
 - 35 (c) Kitchen
 - 36 (d) Study
 - 37 (e) Baths (2)
 - 38 (f) Bedrooms (3)
- 39 c) A minimum electrical service of 200 amperes.
- 40 d) A garage of a size to accommodate 2 cars, plus room for storage of lawn mowers, bicycles, tools, garden
41 equipment, ladders, paint supplies, etc.
- 42 e) Space to store large articles of furniture and equipment.
- 43 f) The use of materials meeting the most energy efficient standards for insulation and windows.
- 44 g) Careful consideration should be given in choosing the location of the parsonage. This consideration
45 might include the distance from the church, accessibility from main streets of the community and the
46 church, the neighborhood and its future, and the community itself and its future growth.

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2. Option Two

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- 1 a) The standards of Option One would apply with consideration by the church of purchasing, leasing,
2 renting a townhouse or condominium. This option would be negotiated by the district superintendent,
3 the local charge and the pastor following consultation with the District Committee on Church Location
4 and Building.
- 5 b) The purpose of this option is to provide an alternative to the “traditional” church parsonage for ministry
6 in special situations. Allowing for the wide variety of townhouse/condo choices, it is difficult to
7 recommend a standard for such a setting.

Responsibility

1. Each pastor is responsible for:

- 10 a) Furnishings for as many bedrooms as the family needs.
11 b) Personal items such as television, vacuum cleaner, small appliances, dishes, glassware, flatware,
12 cleaning tools, wastebaskets, and decorative accessories.
13 c) The following regular maintenance:
14 (1) Floor maintenance
15 (2) Trash disposal and recycling
16 d) It is expected that the pastor shall provide minimally acceptable tenant (renters) insurance.
17 e) Restitution for any damage beyond normal wear and tear.
18 f) Exiting pastor shall remove all personal items and furniture from the parsonage and property and leave
19 in a “broom clean” state.
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2. Each charge shall provide:

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22 a) Utilities – heat, electricity, gas/oil, water, sewage, and basic non-personal telephone services.
23 b) Maintenance for all parsonage equipment.
24 c) Basic furniture for all rooms except the bedrooms.
25 d) Funds for the repair of the parsonage and its maintenance should be allocated and allowed to accumulate
26 so that continuing care and major repairs can be made when needed.
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Miscellaneous

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31 1. We recommend that, in addition to the required written reports filed annually with the Annual
32 Conference, there be a complete video inventory of all church-owned furnishings in the parsonage. The
33 inventory shall be maintained and kept current.
- 34 2. It should be the responsibility of the Parsonage Committee to become acquainted with the parsonage
35 and, after a new pastoral appointment, meet with the parsonage family to discuss the minimum
36 acceptability of housing and furnishings, and to meet annually thereafter with the parsonage family.
- 37 3. During the transition of pastoral appointment – the Pastor-Parish Relations Committee Chair, the exiting
38 pastor, the new pastor and the Board of Trustee Chair will walk through the parsonage together for
39 inspection and planning. It is recommended to utilize the Church Conference Parsonage inspection report
40 for this walk through.
- 41 4. The right of the pastor to own furniture and equipment cannot be challenged. However, if s/he does own
42 furniture and goods that s/he wishes to use in the parsonage, and parsonage furniture has to be stored,
43 s/he should make every effort to store it properly so it is in good condition and does not suffer damage
44 from being stored. The site or method of storage for any church owned furniture shall be determined by
45 mutual agreement between the pastor and the Board of Trustees.—The pastor assumes financial
46 responsibility for the storage of any unused furniture.
- 47 5. The parsonage is the pastor’s for his/her tenure in that church or charge. S/he has therefore the
48 responsibility to care for the furniture to protect it from damage by pets or children and, if it is damaged,

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- 1 to return it to a condition equal to that when s/he received it to use. If an item of furniture is damaged
2 beyond repair, s/he is obligated to replace it.
- 3 6. In order to respect the privacy of clergy and his/her family, the church has responsibility to make an
4 appointment and secure the approval of the pastor or an adult member of the household, prior to visiting
5 the parsonage at any time.

Appeals

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9 Appeals by the churches or pastors should be made to the district superintendent as the final authority to interpret
10 and implement the foregoing standards.

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Recommendation

Closure of Allerton UMC

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17 **Be it resolved** that the Greater New Jersey Annual Conference expresses its thanksgiving for all the blessings
18 made possible by the clergy and laity who have contributed to the ministry and mission of the Allerton United
19 Methodist Church in Annandale, NJ.

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21 **Be it further resolved** that, in keeping with provisions of Paragraph 2549.4 of the Book of Discipline, 2012
22 edition, the congregation is discontinued and the assets of the church are transferred to the Trustees of the
23 Greater New Jersey Annual Conference.

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25 **Be it further resolved** that in keeping with the provisions of ¶229 of the Book of Discipline, 2012 Edition, the
26 remaining members of the church may be transferred to a United Methodist Church of their choice.

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28 **Be it further resolved** that the Trustees of the Greater New Jersey Annual Conference shall be directed to
29 distribute net proceeds from the disposition of the assets as follows:

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31 a) All outstanding loans and other obligations owed to the Greater New Jersey Annual Conference shall be
32 repaid upon the sale of the property, and liquidation of any other assets, and

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34 b) Upon receipt, the remainder shall be directed to the Strategic Disciple Making Fund.

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36 **Be it further resolved** that, in keeping with provisions of Paragraph 2549.4 of the Book of Discipline, 2012
37 edition, all deeds, records, legal papers and other official documents shall be maintained in permanent
38 safekeeping with the Conference Commission on Archives and History.

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40 Respectfully Submitted,
41 Rev. Dr. Drew A. Dyson
42 Raritan Valley District Superintendent

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