

Standards for Parsonages

Revised January 2021

BE IT RESOLVED that the following recommendation be adopted as the standards for parsonages for GNJUMC effective July 1, 2021.

Responsible Group in the Church

The Book of Discipline does not mandate a parsonage committee, however it is strongly recommended that each local church which has responsibility for a parsonage form a parsonage committee. The committee will follow-up to assure timely resolution of parsonage problems affecting the health and safety of the pastor and/or pastor's family (much like a landlord). The chairpersons of the S/PPRC, Board of Trustees and the pastor shall make an annual review of the church-owned parsonage to assure proper maintenance and up-keep. (§258.2 g(16) and §2532.4).

Standards for Existing Parsonages

All parsonages shall meet local requirements for a Certificate of Occupancy. It is the responsibility of the Board of Trustees to be familiar with these requirements.

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

1. Living room and family room furniture.
2. Dining room furniture.
3. Kitchen appliances including stove, refrigerator with separate freezer compartment, exhaust fan, and dishwasher.
4. Furnishings for special rooms such as sun porch, den, etc. that may be different from one charge to another.
5. Laundry equipment – automatic washer and dryer.
6. Standard television connection (providing at least 30 channels/basic cable package), high speed internet service fast enough to support streaming where available, and one telephone line (cell or land line). As churches/parsonages are located in a variety of geographical areas, we encourage discussion at the local church level to provide comparable communication services and cost saving measures such as bundling of services.
7. Floor coverings (solid surfaces are preferred).
8. Functioning window shades and blinds, or curtains/drapes.
9. One fire extinguisher in kitchen and one extinguisher outside of the furnace room. There shall be at least one extinguisher per floor level. All fire extinguishers, smoke detectors and Carbon Monoxide detectors are to be in compliance with local code requirements for rental properties and certificate of occupancy.
10. Closets or free standing storage units in each bedroom.
11. Drive and walkways should be hard surfaced.
12. Minimally acceptable outside light for safety to illuminate walkways and driveways.
13. Trash cans. In municipalities where garbage pickup is not part of the tax base and is billed to the parsonage, that local church is responsible to pay for this service.
14. Suitable equipment for lawn care and snow removal corresponding to the size and condition of lawns/driveways/walkways and/or appropriate lawn/plowing services.
15. A study for the pastor in either the parsonage or church building. Office furnishings shall include a desk, desk chair, minimally acceptable shelving for the pastor's library, additional chairs, and a locking filing cabinet.
16. Parsonage electrical service shall conform to the current National Electrical Code.
17. Parking space for a minimum of one (1) car shall be provided.
18. The septic or sewer system shall be fully functional and meet the needs of the parsonage family. Maintenance of septic systems is the responsibility of the church.
19. In parsonages where there is a well, testing of water on a periodic basis should be done consistent with local health codes for rental properties.

20. Radon testing is strongly recommended to be done periodically consistent with EPA standards and local requirements.

Additional Suggestions

1. Electrical service to be inspected every five (5) years by a licensed electrician
2. Roof inspection every five (5) years
3. Energy audit every five (5) years

Responsibility

1. Each pastor is responsible for:

- a. Furnishings for as many bedrooms as the family needs
- b. Personal items such as television, vacuum cleaner, small appliances, dishes, glassware, flatware, cleaning tools, wastebaskets, and decorative accessories
- c. The following regular maintenance
 - i. Routine cleaning
 - ii. Floor maintenance
 - iii. Trash disposal and recycling
- d. It is expected that the pastor shall provide tenant (renters) insurance to cover property loss and personal liability.
- e. Restitution for any damage beyond moral wear and tear.
- f. At the time of a move, the current pastor shall remove all personal items and furniture from the parsonage and property and shall leave the parsonage in a “broom clean” state. Pastors are responsible for cleaning and disinfecting all surfaces such as kitchen counters, appliances and cabinets, bathroom fixtures, and church owned furniture that has been used by the parsonage family during their time in the parsonage.

2. Each charge shall provide:

- a. Utilities – heat, electric, gas/oil, sewage, cable, internet and basic telephone, as well as any property taxes or HOA fees that are assessed to the parsonage.
- b. Maintenance for all parsonage equipment
- c. Basic furniture for all rooms except the bedrooms (see above)
- d. Funds for the repair of the parsonage and its maintenance should be allocated and allowed to accumulate so that continuing care and major repairs can be made when needed.
- e. At the time of a move, the church is responsible for cleaning and preparing the parsonage for the new pastor and her/his family. This includes washing or dry-cleaning curtains and drapes, cleaning window blinds, shampooing carpets and/or washing floor coverings, washing windows, cleaning disinfecting garbage cans, doorknobs, etc.
- f. Congregations and pastors are expected to follow the guidelines of the state and the CDC with regard to effective and proper cleaning procedures of parsonages at the time of a pastoral change. The most updated information for cleaning and disinfection is available on the CDC website at <https://www.cdc.gov/>.

3. Miscellaneous

- a. The parsonage is the pastor’s home for his/her tenure in that church or charge. S/he has, therefore, the responsibility to care for the home and its furnishings from damage by pets or people and, if it is damaged, to return the home to a condition equal to that when s/he received it to use. If an item of furniture is damaged beyond repair, s/he is obligated to replace it.
- b. The right of the pastor to own furniture and equipment cannot be challenged. However, if s/he does own furniture and goods that s/he wishes to use in the parsonage, and parsonage furnishings have to be stored, s/he should make every effort to store it properly so it is in good condition and does not suffer

damage from being in storage. The site or method of storage for any church owned furniture shall be determined by mutual agreement between the pastor and the Board of Trustees. The pastor assumes financial responsibility for the storage of any unused furniture.

- c. We recommend that in addition to the required written reports filed annually with the Church Conference paperwork, there be a complete video/photo inventory of all church-owned furnishings in the parsonage. The inventory and all videos and photos should be updated annually as needed.
- d. It is the responsibility of the Parsonage Committee to be acquainted with the parsonage and, after a new pastoral appointment is made, meet with the incoming parsonage family to discuss the minimum acceptability of housing and furnishings, and to meet annually thereafter with the parsonage family.
- e. At the time of a new pastoral appointment, the chairs of the S/PPRC and the Board of Trustees, the current pastor and the incoming pastor will walk through the parsonage together for inspection and planning. It is recommended to utilize the Church Conference parsonage inspection report as a guide.
- f. In order to respect the privacy of clergy and families, the church has a responsibility to make an appointment and secure the approval of the pastor or an adult member of the household prior to visiting the parsonage at any time.

4. Multiple Church Appointments and Clergy Couples

- a. In appointments where a clergy person is appointed to more than one church and a parsonage is provided by one of the churches, the utility expenses (heat, water, and electric) will be divided equally between the churches. Any capital improvements and maintenance on the parsonage are the responsibility of the church that owns the parsonage.
- b. In cases of clergy couples when the couple resides in the parsonage of one of the appointments, the utility expenses will be divided equally between the appointments provided that housing is considered as a part of the compensation package for each of the clergy. In situations where both persons in a clergy couple are utilizing their respective parsonages, each church will provide utilities for their own pastor.

Standards for Parsonages (Purchasing or Building a New Parsonage)

1. All parsonages shall meet local requirements for a Certificate of Occupancy.
2. The District Committee on Church Location and Building must be consulted in developing plans for all purchases or construction of a new parsonage.
3. All newly constructed or newly purchased parsonages shall be in full compliance with the Book of Discipline. Consideration shall be made for those with handicapping conditions.

Provide on the ground-floor of a newly constructed parsonage: (1) one room that can be used as a bedroom by a person with a disability; (2) a fully accessible bathroom; and (3) fully accessible laundry facilities (§12544.4d)

4. Churches considering selling their current parsonage and purchasing a new one need to explore property tax implications as well as liens on the property that may need to be considered in potential financing.

Option 1

1. The use of maintenance-free materials in building and in finishing and furnishing, thus contributing towards keeping maintenance costs lower.
2. The following room requirements:
 - a. Living Room/Family Room
 - b. Dining Room
 - c. Kitchen
 - d. Study
 - e. Baths (2)
 - f. Bedrooms (3)

3. A minimal electrical service of 200 amperes
4. A garage of a size to accommodate 2 cars, plus room for storage of lawn mowers, bicycles, tools, garden equipment, ladders, paint supplies, etc.
5. Space to store large articles of furniture/equipment
6. The use of materials meeting the most energy efficient standards for insulation and windows
7. Careful consideration should be given in choosing the location of the parsonage. This consideration might include the distance from the church, accessibility from main streets of the community and the church, the neighborhood and its future, and the community itself and its future growth.

Option 2

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

Appeals

Appeals by the churches or pastors on any of the above provisions should be made to the District Superintendent who has the final authority to interpret and implement the foregoing standards.