

Parsonage Damage Report and Checklist For Pastoral Transitions 2021



PARSONAGE STANDARDS POLICY

“When there is a Pastoral Change, the house shall be inspected by the Chairpersons of the Trustees and the Pastor Parish Relations Committee, one other member of the Parsonage Committee, if formed, and the Pastor before the Pastor leaves for his/her new situation, to make a list of needed repairs. These repairs shall be accomplished prior to the arrival of the succeeding pastor. When moving day arrives, a final “walk through” conducted by the pastor with the above persons shall occur for a final assessment. Before a move, the departing pastor shall invite the incoming pastor to see the parsonage. Any redecorating should include consultation with the incoming pastoral family.”

Pastors moving to a new appointment may submit a voucher for moving expenses to the Conference Administrative Services office. The sending District Superintendent shall not submit a voucher for moving expenses unless the parsonage is left clean and meets the approval of the Pastor-Parish Relations Committee Chairperson. If a pastor leaves a parsonage with damage (other than “normal wear and tear”), then the moving expense may be paid to the church to provide for repairs. This payment must be requested by the District Superintendent and shall not exceed the amount of allowable moving expense.

In order to provide the District Superintendent with appropriate information regarding damage caused by the pastor or pastor’s family to which the church may make a claim for part or all of the \$1000 moving expense funds, please complete this form and submit photos of damage, receipts for damage repairs, and other pertinent verification materials no later than August 15th of the current year.

For complete Parsonage Standards and Maintenance Policies see the 2020 Arkansas Conference Journal, pages 305-309..

Date of last annual inspection of parsonage: _____

Was any damage visible at that time? If so, please describe:

Did the Trustee and/or the Pastor Parish Relations Committee create a written covenant with the pastor upon the pastor’s arrival outlining each party’s responsibilities for regular parsonage maintenance in accordance with parsonage standard policies of the Arkansas Conference? If so, please attach a copy and briefly describe how the pastor or church may have not addressed their respective responsibilities outlined in the covenant:

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Date of parsonage walk through before pastor vacated: _____

Description of visible damage beyond normal wear and tear:

Date of parsonage walk through after pastor vacated: _____

Description of damage beyond normal wear and tear (print and attach photos or email photos):

The pastor is responsible for any damage caused by pets, personal guests or family members. Is the damage related to pets? Was there any formal written agreement between the pastor and the church regarding pets in the parsonage?

The pastor's family is responsible for cleaning the parsonage when they move out, including residual tobacco smoke and any odors from pets. Did the pastor sufficiently clean the parsonage?

If not, did the church pay for professional cleaning services?

Further comment or evidence of damage:

Chair, Pastor/Staff Parish Committee Date

Chair, Trustees Date

Please save a copy for your records, print and send with attached photos and documents to your District Superintendent before August 15th of the current year.