

PARSONAGE GUIDELINES DURING A PASTORAL TRANSITION 2021



PARSONAGE GUIDELINES DURING A PASTORAL CHANGE POLICY Revised 4/27/2020

“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.”

Actions to be Completed during the Pastoral Transition

1. The Cabinet will establish the official Arkansas Annual Conference moving date annually.
2. The Parsonage Committee/ Board of Trustees will make arrangements with the departing pastor for the incoming pastor to conduct a ‘walk-through’ visit of the parsonage as soon as possible after the appointment change has been announced.
3. The departing pastor and Parsonage Committee/Board of Trustees will jointly make a list of needed maintenance and repairs, furnishings that should be supplied and necessary upgrades to bring the house into compliance with annual conference parsonage standards. This meeting should be held as soon as possible after the appointment change has been announced so work can be completed prior to moving day.
4. The Parsonage Committee/Board of Trustees will identify any biohazard issue that may exist in the parsonage (such as the presence of mold or lead paint) and come up with a plan to rectify the situation as quickly as possible.
5. The responsibilities of the outgoing parsonage family at the time of a move shall include:
 - a. Removal of all personal property from the parsonage building and grounds
 - b. Leaving the house clean, particularly appliances, closets, cabinets, bathrooms, and storage areas.
 - c. Removal or arrangements for removal of all trash and discarded items.
 - d. Sanitization of house for pet odors and treatment for fleas.
 - e. Collection of all parsonage keys and transfer of same to the incoming family, being certain that all are clearly labeled.
6. The responsibilities of the church/charge at the time of an appointment change shall include:
 - a. Washing curtains, dry cleaning draperies and window coverings (if provided) or replacing as needed, and washing all windows, inside and out.
 - b. Cleaning all rugs and carpets (if provided), cleaning and disinfecting laminate, tile and vinyl floors and cleaning (or refinishing as needed) hardwood floors.
 - c. Ensuring that all appliances, cabinets sinks and countertops have been cleaned and disinfected.

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- d. Ensuring that all smoke detectors, carbon monoxide detectors, and fire extinguishers operate as designed and have been inspected and/or serviced annually or as required.
 - e. Ascertaining that the parsonage is left clean and all personal property of the previous pastor and other items not needed by the incoming pastor have been removed prior to arrival of the incoming parsonage family.
7. The Parsonage Committee/Board of Trustees will take photos to document any excessive damage caused by the pastoral family beyond 'normal wear and tear'. The Parsonage Committee/Board of Trustees may request a 2016 Parsonage Damage Report form from District Superintendent if damage exceeds 'normal wear and tear'.
 8. The Staff Parish Relations Committee will confirm the date the departing pastor will move, determine any special assistance the incoming pastor may need during the moving process, and coordinate housing needs if the incoming pastoral family cannot move into the parsonage because of incomplete maintenance, repairs and upgrades.
 9. The Parsonage Committee/Board of Trustees and Staff Parish Relations Committee will conduct a final walk-through prior to the outgoing pastor's departure.
 10. The Parsonage Committee/Board of Trustees should develop a clear understanding with the incoming pastor concerning pets, special accommodations and any maintenance responsibilities of the pastor.
 11. The departing pastor may submit a voucher for allowable reimbursable moving expenses as determined by Annual Conference policy. The Staff Parish Relations Committee Chair and the District Superintendent must sign the voucher **before** it may be submitted to the Center for Administrative Services.
 12. If the departing pastor vacates a parsonage with damage beyond 'normal wear and tear', the Staff Parish Relations Committee may request the District Superintendent to allocate moving expenses up to the allowable limit for any needed repairs.