

# Trustees Report/Parsonage Survey

***This form is to be completed even if you do not have a parsonage.***

Charge \_\_\_\_\_ Date \_\_\_\_\_

Church(es) \_\_\_\_\_

Pastor \_\_\_\_\_ District Superintendent \_\_\_\_\_

## TRUSTEES

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- Are you incorporated? \_\_\_\_\_
- Has your church or charge made changes in property matters (values, purchases, improvements)? \_\_\_\_\_ (If “Yes” provide written report)
- Adequately insured? \_\_\_\_\_ Name of Insurance Company \_\_\_\_\_  
(For “adequately insured” see the Trustees Report in the Annual Conference Journal)
- Workers’ Compensation? \_\_\_\_\_ (According to state law, every church **MUST** have Workmen’s Compensation that covers the pastor and any other paid employees.)
- Does your church have a cemetery? \_\_\_\_\_ If “yes”, is it an Association? \_\_\_\_\_
- Parsonage survey conducted in past 12 months? \_\_\_\_\_ (Attach written report)

## PARSONAGE SURVEY (Required from SPRC/Trustees)

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### ANNUAL PARSONAGE REVIEW

This walk-through review should be done together by a member of the Pastor-Parish Relations Team, a member of the Trustees and the pastor. As a rule of thumb, would you and/or members of your congregation be willing to live in the parsonage as it is at the present? ***This form will be requested at the Annual Charge Conference meeting.*** ¶12533.4 in The Book of Discipline 2016.

**Name of Person Who Conducted the Review:**

\_\_\_\_\_

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Charge \_\_\_\_\_ Date \_\_\_\_\_

Church(es) \_\_\_\_\_

Pastor \_\_\_\_\_ District Superintendent \_\_\_\_\_

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Date of Review: \_\_\_\_\_

1. Does your church rent the parsonage?

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2. If your church does rent the parsonage, how much is the monthly rent? \_\_\_\_\_

3. If your church does rent the parsonage, is there a lease agreement? \_\_\_\_\_

4. List Any Major Repairs or Purchases During the Past Year

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5. List Any Concerns or Repairs That Have Been Detected That Need to be Addressed

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6. Have These Concerns Been Reported to Pastor-Parish Relations Team and Trustees?

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7. What is the Timeline for Making These Repairs/Purchases?

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8. Any Other Comments. (Add an additional page to this form if necessary.)

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**Did the Pastor Refuse to Review Parsonage?** \_\_\_\_\_

**If "yes", please explain:** \_\_\_\_\_

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## ***SIGNATURES (Required)***

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**Signature of Pastor:** \_\_\_\_\_

**Signature of District Superintendent:** \_\_\_\_\_

**Trustees Chair:** \_\_\_\_\_

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**Charge** \_\_\_\_\_ **Date** \_\_\_\_\_

**Church(es)** \_\_\_\_\_