



# Northern Illinois Conference

OF THE UNITED METHODIST CHURCH

## HOUSING COVENANT BETWEEN PASTOR \_\_\_\_\_ AND \_\_\_\_\_ UNITED METHODIST CHURCH IN NORTHERN ILLINOIS CONFERENCE

The Staff/Parish Relations Committee is the advocate for the parsonage family, and it is their responsibility to see that this covenant is followed. The Board of Trustees has responsibility for the upkeep and general maintenance of the property, and it is responsible for its renovations and good maintenance.

A parsonage is a dwelling place provided by the church for the use and occupancy of the pastors of the United Methodist Church who may be entitled to occupy the same by appointment every year. The justification of this option is that it is the backbone of our denomination's appointment system. The parsonage is to be mutually respected by the ministerial family as the property of the church and by the congregation as the private home of the ministerial family therefore, church items should not be stored in the parsonage home.

The property is on loan. The pastor and family are entrusted with the care of the home for the duration of the pastoral appointment. To be less than Christian stewards of this "trust" decreases the effectiveness of the Christian ministry. Any damage done by pets and personal equipment or tools, is considered more than normal wear. The pastor will be financially responsible for professional cleaning and repair. All parsonages are non-smoking and parsonages with smoke damage will also cause the pastor to be financially responsible for cleaning and repainting. Good housekeeping is the responsibility of the pastor, including changing filters and allowing access to service persons.

If there is no parsonage a housing allowance should be given to the pastor in lieu of providing a home and utility support. If there is a parsonage and the pastor chooses to keep their own home and has the approval of the church and the cabinet, the church shall not supply a housing allowance for the upkeep of their home. If there are extenuating circumstances, the pastor can work with the cabinet. (See Standing Rule IV-E -4 of the Conference Journal and Yearbook.)

It is the responsibility of the Trustees to keep a record of the parsonage and its equipment. It should include such things as a history of the parsonage, decorating and renovation dates, electrical circuits, guarantees, date and place of purchases, repairs, upgrading, and whom to call for service. It is the responsibility of both the pastor and the trustees to keep these records updated.

Before emergencies occur, it is essential that the Staff/Parish Relations Committee, the Trustees, and the pastor agree on who is to act when major problems happen. When authority is granted, the responsible party can act. Therefore, the following guidelines are to be used: Emergencies that need to be dealt with on an immediate basis should be handled according to the repair service list already approved by the Trustees. Non-emergency items of concern and repair should be brought for consideration or action to the Trustees at a regular or special meeting.

The parsonage is to be inspected annually and at the change of pastors to ascertain what items of routine maintenance and decorating need attention. The parsonage committee or trustees should plan and work to see that reasonable amount (approximately 1-2% of the home value) are included in each annual budget to attend to these matters. An Annual Local Church Parsonage Report is to be made every year at the charge conference and submitted to the district superintendent.

The Trustees are responsible for insurance on the basic parsonage structure and church owned contents for fire, earthquake, accident, weather conditions, flood, and other external causes. The pastor shall maintain a renter's insurance policy for personal liability, property liability, personal property, theft and other actions consistent with the form of insurance.

It is strongly encouraged for the parish to investigate ways to reduce the carbon footprint of the home, such as solar panels or removing natural gas appliances to electric, or adding an electric vehicle charging station, if needed for electric vehicle. The Trustees will work closely with the pastor to install and maintain the new technology.

Any damage done by pets, personal equipment, or tools is considered more than normal wear and the pastor will be financially responsible for professional cleaning and repair.

The following chart shows the standard parsonage equipment which churches are expected to furnish. Pastor may waive items to be furnished by initialing those. In addition, a time schedule will be agreed upon as to when the items will be completed. This agreement is expected to be renewed every year.

Have	Not Have	Items	Pastor's Waiver	Timeline to be accomplished
		Stove, electric or induction		
		Electric refrigerator with freezer		
		Hot water heater, electric or tankless		
		Microwave		
		Automatic dishwasher		
		Hardwood or laminate floors for all the rooms of the house.		

Have	Not Have	Items	Pastor's Waiver	Timeline to be accomplished
		Window shades or blinds for all rooms		
		Water softener, where hardness of water indicates		
		Kitchen with ample cabinets, counter space, good lighting, durable floor covering and place for family to eat.		
		Adequate electrical wiring for modern appliances to current applicable code with appropriate grounding		
		Garbage disposal (except with septic systems)		
		Central Air Conditioner		
		Dehumidifiers, central or units in basement		
		Sufficient insulation/storm doors/windows to insure home warmth and efficiency from heating and AC system		
		Lawn mower, snow blower, Yard tools, water hose or a lawn and snow removal service		
		Garbage, recyclable, and compost containers appropriate for area		
		Smoke detectors and carbon monoxide detectors to code		
		Fire extinguisher on each level & garage		
		Exhaust/ventilation system for bathrooms and kitchen		
		GCI outlets near sinks in Kitchen & Baths		
		High speed internet		

Have	Not Have	Items	Pastor's Waiver	Timeline to be accomplished
		Automatic High efficiency washer and electric dryer		
		Sump pump, ejector pump, check valve		
		Radon pump (if required by county)		
		Garage, double desirable, with ample space for lawn and garden equipment.		
		Automatic door opener for garage		
		Mailbox separate from church & package delivery address		

We have read the above and agree to the conditions set forth in this covenant.

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Signed by the Chair of Trustees, Date

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Signed by Staff/Parish Relations Committee Chair, Date

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Signed by the Pastor, Date