

## Parsonages

The local pastoral charge shall provide an attractive, adequate, comfortable home for its pastor. The general upkeep of the parsonage shall be the responsibility of the local church.

The full cost of utilities at the parsonage (including heat, light, water and telephone other than personal toll calls made by pastor and/or his/her family) is the responsibility of the local church.

The parsonage shall be inspected at least annually (§ 2533.4) and at the time of each change of pastors to ascertain what items of routine maintenance and decorating need attention. Annual forms shall be filled out and signed, indicating various conditions and needs with a time schedule for completion.

At the time of the annual inspection, the personal safety of the families residing in the parsonage, and the overall safety of the property, shall be discussed. If and when appropriate and feasible, a security system, and/or other measures necessary to ensure the safety of said clergy/families and property, may be implemented.

The pastor is responsible for informing the proper people as to particular problems and needs in a timely manner. The parsonage family is to keep the appearance both inside and outside of the home in good order. Any repairs needed for damages done by a member of the parsonage family shall be paid for by the family, as in rental situations.

Standard parsonage equipment which churches are expected to furnish:

1. Stove, gas or electric
2. Hot water heater, gas or electric
3. Electric refrigerator
4. Automatic dishwasher
5. Automatic washer and dryer
6. Carpeting in living room, dining room, family room, hall and stairways
7. Window coverings (shades/blinds/curtains/draperies) throughout the house
8. Water softener, where hardness of water indicates need
9. Kitchen with ample cabinets, counter space, good lighting, adequate electrical wiring for modern appliances, durable floor covering and place for family to eat
10. Garbage disposal desirable (except with septic systems)
11. Air conditioner/conditioning – desirable
12. Sufficient insulation/storm doors/windows to insure home warmth and efficiency from heating system
13. Lawn mower, hedge trimmers, snow blower, water hose, if needed
14. Garbage and recyclable containers appropriate for area
15. TV antenna or cable hookup if needed
16. Smoke detectors, fire extinguisher
17. Exhaust/ventilation system for bathrooms and kitchen
18. Microwave oven and freezers should be considered
19. Properly labeled fuse box, ample electrical outlets, all connections
20. Sump pump where needed to insure a dry basement

A log book shall be used to record the purchase date and place of each appliance, lists of places to call for service on all appliances and dates of repairs, improvements, upgrading done and by whom.

Instructions for the operation and location of vital switches and valves and who to call in case of emergencies should be provided to the parsonage family.

Parsonage space needs:

1. Garage, double desirable, with ample space for lawn and garden equipment.  
Automatic door opener helpful.
2. Three bedrooms and a guest room or study
3. Outdoor living space suitable for recreation and beautification with some privacy
4. A dining room/family room with seating space for eight
5. Suitably large living room and family or recreation room
6. Provision for adequate study area
7. At least two bathrooms
8. Area for children to play safely outside
9. Adequate closet and storage spaces
10. Most parsonages need at least 2,000 sq. ft.

All of the above need to be considered in any plans for new parsonages and in all major remodeling (see the Board of Architecture's recommendations).

Additionally, on plans affecting areas within existing parsonages, adequate provision shall be made to facilitate entrance and to make the facilities generally accessible to persons with handicapping conditions, including, on the main floor, one room which could be used as a bedroom by a person with a physical handicap, a fully accessible bathroom and laundry facilities.

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