

Annual Parsonage Review Report

1. A meeting concerning the parsonage will be conducted each year prior to charge conference.

Date of Parsonage Review - _____

2. This meeting will be held in the parsonage and will include a mandatory review of the entire parsonage – inside and out. All areas inside the parsonage and all areas outside the parsonage reviewed?

(Yes/No) _____

If no, state circumstances. _____

3. The attendance of the following individuals is expected: the pastor, the Trustees Chair, the Parsonage Committee Chair (if one exists), and Pastor Staff Relations Committee Chair. (2004 Book of the Discipline, paragraph 2532.4) If the pastor has a spouse, he or she should also be included.

Print the names of the individuals **who are invited to conduct** the Parsonage Review:

Pastor - _____

Pastor's Spouse (N/A, if none) - _____

Trustees Chair - _____

Parsonage Committee Chair - _____

Pastor Staff Relations Committee Chair - _____

4. The specific date can be set any time during the year, but it must be set at least two weeks prior to the church's annual Charge Conference with all parties agreeing to the date set. Was the date set agreeable with all parties and at least 2 weeks before the Charge Conference? (Yes or No) _____

If no, state the circumstances. _____

5. Even though this mandatory meeting takes place to satisfy a disciplinary requirement, it is recommended that other separate Parsonage Committee meetings be held to consider parsonage improvements and other concerns. Date(s) for additional Parsonage Committee meetings before the next Charge Conference:

6. **Signatures** of all individuals **who actually conducted** the Annual Parsonage Review:

Pastor - _____

Pastor's Spouse (N/A, if none) - _____

Trustees Chair - _____

Parsonage Committee Chair - _____

Pastor Staff Relations Committee Chair - _____

Others in attendance - _____

7. Any concern by either pastor or charge may be addressed at a later meeting. The District Superintendent may become involved, if deemed necessary by either party. Continual patterns of parsonage abuse will be documented and stored in each pastor's file.

Submitted to the District Superintendent at Charge Conference on date: _____

District Superintendent Signature: _____

Charge Conference Secretary Signature: _____