

POLICY AT THE TIME OF CHANGE OF PASTORS

I. The Pastor/Staff-Parish Relations Committee will supply to the district superintendent the list of people serving on the “**Local Church Parsonage Committee**” with the chairperson’s address and telephone number.

II. The district superintendent will contact the chairperson of the “Local Church Parsonage Committee” asking that the committee meet at the parsonage with the pastor, pastor’s spouse (if applicable), and if requested by the district superintendent, a representative from the Parsonages Support Committee to inspect the parsonage, using the following guidelines:

- A. Check complete inventory (see Inventory for Leaving the Parsonage).
- B. Inspect each room for needed repairs, refurbishing, paint, etc. with attention to who is accountable beyond normal wear and tear.
- C. Inspect electrical, heating, cooling, and plumbing systems.
- D. Evaluate conditions of structure, inside and outside, including church-owned furnishings, appliances, and systems.
- E. Pastor shall provide information about condition of appliances and systems known only to occupant.

III. After parsonage inspection by the “Local Church Parsonage Committee” and the pastor:

- A. The Committee will
 - Work with the Church Council to arrange for needed repairs, refurbishing, painting, etc.
 - Floors cleaned and waxed, rugs shampooed.
 - Keep the district superintendent informed concerning condition of the parsonage.
 - Inspect parsonage again nearer moving time.
 - Check the Parsonage Inventory with the parsonage family before their departure, and with the new parsonage family upon their arrival.
 - Have a representative of the Committee at the parsonage as the parsonage family moves.
 - Make necessary last minute corrections to the parsonage before the new family arrives.
 - Make sure that all utilities remain connected, the deposit for public utilities having been made by the church/charge.
- B. The pastor will
 - Leave the parsonage clean. The outgoing parsonage family is responsible for leaving the house and furnishings clean and in move-in condition. This means at least:
 - No items should be left in storage areas (attic, garage, basement, shed, closets, etc.)
 - Windows washed.
 - Refrigerator emptied and cleaned.

- Bathrooms scrubbed.
 - Stoves and vent hoods thoroughly cleaned.
 - Fireplace cleaned.
 - Yard trimmed and mowed.
 - All garbage removed from the property.
(see Inventory for Leaving the Parsonage Form).
 - Have repaired or cleaned at his/her expense, any damage due to negligence and/or pets.
 - Assure uninterrupted utility service for the incoming pastor. Utilities should be in the church's name, with the parsonage address, to avoid termination of services.
 - The parsonage family shall leave for the successor: a list of whom to call in case of.....; how to fix.....; where to find.....; and a file of guarantees, operating instructions, manuals, etc..
- IV. In those instances when a clergy moves out of a parsonage and leaves the house inadequately cleaned and/or damaged, and the parsonage requires work, the expense of which is clearly the responsibility of the outgoing clergy, then the expense for such cleaning/repair shall be billed to the outgoing minister.
- A. The "Local Church Parsonage Committee" and two members of the Parsonages Support Committee shall inspect the parsonage on moving day or as soon thereafter as possible and decide how much of the required cleaning/repair work, if any, is the responsibility of the outgoing pastor.
 - B. The outgoing pastor shall be notified immediately by telephone and registered mail. The decision should be communicated to the pastor immediately, and if the pastor be deemed wholly or partially responsible, then the cleaning/repair bill should be sent to the outgoing pastor.
 - C. If, after 30 days, this bill is not paid, or arrangements made to pay it, a second notice shall be sent. If, by the end of 45 days, the bill remains unpaid, a copy of the bill and the reasons for it shall be sent to the minister's current district superintendent for assistance in securing payment.