



THE UNITED METHODIST CHURCH
Virginia Conference
ELIZABETH RIVER DISTRICT

PO Box 12654

Norfolk, VA 23541-0654

Location: 815 Baker Rd, Ste 301, Virginia Beach 23462

(757) 473-1592; Fax (757) 473-1790

ElizabethRiverDistrict@vaumc.org

Bradford L. Phillips, *District Superintendent*

To: Chair, Board of Trustees
From: Wayne Snead
Re: 2016 PARSONAGE REVIEW
Date: April 6, 2016

If you received this notice and your church does not own a parsonage, please let Debbie know by email, ElizabethRiverDistrict@vaumc.org. ~Thank you

The time has arrived for the *Annual Review of the Parsonage*. The form to be completed is enclosed and should be returned to the district office no later than June 1 annually. The 2012 Discipline pp. 256.16 mandates that "The chairperson of the committee on pastor-parish relations, the chairperson of the board of trustees, and the pastor shall make an annual review of the church-owned parsonage to assure proper maintenance and give immediate resolution to parsonage issues affecting the family's health and well-being." You will also find enclosed the *Virginia Conference Parsonage Inventory*. Please use this to see that your inventory is up-to-date.

This extensive inspection of the church-owned parsonage, (even if it is currently being rented, or someone other than the pastor is living in it) looks for any required maintenance needs to be completed,

Also enclosed is a complete copy of the *Minimum Standards for the Parsonage*. All of the forms are available on the district website – elizabethriverdistrict.org-- look under *Parsonage Forms*.

Please arrange a meeting time for this review that is convenient for the pastor and/or occupant and the other persons involved. **Please return this form to the District Office no later than June 1, 2016.** In the process of your review, if you find that there are no changes in property value, insurance coverage, parsonage content, etc. since last year's review, you may copy last year's report and have the CURRENT year's officers SIGN and DATE the last page.

Thank you for your assistance in this important matter and for the leadership you provide as chairperson on the committee. Please be in touch if I can be of assistance to you in any way.

Enclosures (Trustee copy only)

Cc: Pastors
Staff Parish Relations Committee Chairperson