



To: Chair, Board of Trustees
From: Wayne Snead
Re: 2018 PARSONAGE REVIEW
Date: March 20, 2018

The time has arrived for the *Annual Review of the Parsonage*. The form to be completed is enclosed or available on the District website. This form should be completed and returned to the district office no later than June 1 annually. In ¶256.16 The 2016 Book of Discipline mandates " *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.*" Included in the same document, you will find 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 looks for any required maintenance that needs to be completed, (even if it is currently being rented, or someone other than the pastor is living in it.)

Included in the same document following Review & Inventory, is a complete copy of the *Minimum Standards for the Parsonage* and *Policy at the Time of a Change in Pastors*. All of the forms are combined into a single document available on the district website – *ElizabethRiverDistrict.org*-- look under *Forms / Trustees*.

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, 2018.** In the process of your INVENTORY, if you find that since last year there are no changes in the INVENTORY ONLY, you may copy last year's Inventory report and print the signature page for the CURRENT year's officers to SIGN and DATE.

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.

Enclosure: (Trustee chair only)

Cc: Pastors
Staff Parish Relations Chairperson

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