

Great Plains United Methodist Conference PARSONAGE CLEANING INFORMATION

Necessary steps (taken partly from Parsonage Standards – excerpts on back of this page)

- Departing pastor cleans the parsonage.
- Conference/District sends required forms to pastors, Trustees chairperson and Staff/Parish-Relations chairperson.
- Departing pastor with chairpersons/representative of Trustees and Staff/Pastor-Parish Relations inspect the parsonage, noting any damage and determining whether repair/payment belongs to church or pastor.
- Arriving pastor with chairpersons/representatives of Trustees and Staff/Pastor-Parish Relations inspect the parsonage, noting the condition and discussing whether any renovations need to be made.
- Completed and signed forms are returned to the District Office.

Responsibilities

Below is a basic list of tasks for the departing pastor and for the church. Church members may assist with these responsibilities if they wish, but the responsibilities lie with the exiting pastor.

Pastor

Church members may assist with the following, but the responsibility lies with the departing pastor.

1. Vacuum all carpets/rugs, and mop hard-surface floors.
Carpets/rugs with odors or stains caused by the pastor's household that cannot be removed by shampooing must be replaced by the pastor, or a settlement must be agreed upon between the pastor and the church.
2. Clean the inside and outside of all appliances and light fixtures.
3. Clean all bathrooms fixtures and mirrors.
4. Wipe down all cabinet and closet shelves.
5. Sweep the garage, and remove all spider webs and accumulated dirt.
6. Insure working light bulbs in all fixtures and batteries in all smoke detectors.
7. Leave the lawn mown and the yard free of litter.
8. Remove all belongings, including unwanted items, and trash.
9. Leave all keys to the parsonage and church, garage door openers, warranties and manuals.

Church

Complete the following after departing pastor moves out and before arriving pastor moves in, if possible. If not, make arrangements with pastor in order to minimize disruption to pastor's home life.

1. Shampoo or replace carpeting and other flooring as needed.
2. Wash windows.
3. Clean drapes and curtains.
4. Paint or repair/touch up walls, both inside and outside of house, as needed.
5. Make repairs or replacements as needed.
6. Replace any malfunctioning smoke or carbon monoxide detectors.
7. Water and mow the lawn as necessary if extended period between pastors.
8. Have the air conditioner or furnace inspected if not already done for the season.

Excerpts from Great Plains Parsonage Standards:

The Parsonage Option

2. The maintenance, upkeep, and improvements of the parsonage are the mutual responsibility of the church, charge, parish, or district Trustees (or Parsonage Committee), the Staff/Pastor-Parish Relations Committee (or other appropriate personnel committee), and the clergy's household.
 - a. The Board of Trustees (or Parsonage Committee) shall be responsible for contracting and providing for the necessary repairs or improvements in a timely manner.
 - b. The Staff/Pastor-Parish Relations Committee (or appropriate personnel committee) shall be expected to consult with the clergy about the needs of the parsonage, and to advocate for Conference standards.
 - c. The clergy's household shall care for the parsonage with the same respect as if it belongs to them and be responsible for the repair of careless or unusual damage, as well as leaving the parsonage clean when moving from it.

7. Care of Parsonages
 - a. It is the responsibility of the clergy to leave the parsonage in a reasonably undamaged and clean state, excluding normal wear and tear. It is the clergy's responsibility to immediately report any extensive or unusual damage to the parsonage to the chairpersons of the local Board of Trustees, the Staff/fPastor-Parish Relations Committee, the Parsonage Committee (if any), and the District Superintendent (if necessary).
 - b. Upon moving into a parsonage, the clergyperson, a representative of the Board of Trustees and a representative of the Pastor/Parish Relations Committee shall inspect the parsonage and jointly verify in writing its cleanliness and compliance with conference standards, noting in specific any exceptions found. A standard cleaning check sheet and a standard condition/damages worksheet shall be filled out and signed by all parties. Copies of both worksheets shall be sent to the District Superintendent.
 - c. Upon exiting the parsonage, the clergyperson, a representative of the Board of Trustees and a representative of the Pastor/Parish Relations Committee shall also inspect the parsonage using the condition/damages worksheet, noting any repairs that need to be made and whose responsibility it is to pay for such repairs. It will be noted which appliances remain in the parsonage. The location of warranties and operating instructions for parsonage equipment shall be identified for the benefit of the incoming pastor. A copy of the exiting worksheet, signed by both parties, shall be forwarded to the District Superintendent along with the cleaning check sheet.
 - d. A photographic record shall be made of any damages discovered during the exit inspection and determined to be the responsibility of the clergyperson. This photograph shall be filed with the local church trustees, who will submit a bid for the necessary repair work. A copy of this bid will be forwarded to both the pastor and the District Superintendent in whose district the parsonage is located. The chairperson of the local Board of Trustees will notify the District Superintendent when these repair costs have been paid in full.