

**Equitable Compensation Commission
Western New York Conference, The United Methodist Church
Parsonage Standards (Section V) as amended, June 2005**

- V. Parsonage Standards:
- A. Each pastoral charge shall own and maintain a parsonage with the following minimum standards or choose Section V.B. below for each pastor.
1. The building plan, purchase, location, or renovation, are all subject to approval by the District Board of Church Location and Building according to the provisions of the Discipline.
 2. The House - The house should be equal in quality to good homes in the community.
 - a. Existing parsonages over 15 years old shall have not less than six rooms, including three bedrooms and a pastor's study including an ample closet in each and 1 and ½ baths. A minimum of 1,400 square feet of living space required, subject to #1 above.
 - b. An existing parsonage under 15 years old shall have not less than eight rooms, including four bedrooms and a pastor's study including an ample closet in each and 1 and ½ baths. There should be adequate space provision for kitchen set, unless built-in facility is provided. A minimum of 1,700 square feet of living space required, subject to #1 above.
 - c. As new parsonages are bought or built, or existing ones remodeled, they shall have not less than 9 rooms, including 4 bedrooms and a pastor's study including an ample closet in each and 2 or more baths. A minimum of 2,000 square feet of living space is required, subject to #1 above. In addition, new parsonages must comply with 2004 Discipline paragraph 2543.3.b) and 2543.4.d) (1-3) regarding fully accessible facilities:
 1. Newly purchased parsonages shall have on the ground floor level:
 - a. One room that can be used as a bedroom by a person with a disability
 - b. One fully accessible bathroom, and
 - c. Fully accessible laundry facilities
 - d. Parsonages without the accessible features specified above must be remodeled within one year's time to comply with these requirements.
 - d. All parsonages shall comply with the following:
 1. Adequate tested water supply
 2. An automatic water heater.
 3. Laundry facilities with connections for washer and dryer.
 4. Adequate sewage disposal.
 5. Automatic heating system adequate to keep the house uniformly comfortable.
 6. Smoke detectors or alarms on every floor.
 7. At least one carbon monoxide detector.
 8. All parsonages built before 1978 shall have a lead-based paint inspection and a lead risk analysis conducted by an EPA-certified lead risk assessor. The inspection and risk analysis shall be performed using HUD documented methodologies including soil sample testing. Reports shall be kept by both the local church and the District office. Summaries of all reports shall be given to the residents and the full report shall be available at their request. Each parsonage shall have a plan initiated to bring the home, including the grounds, to a lead-safe condition using lead safe work practices. For all parsonages where children six years or younger live, all lead hazards shall be controlled using lead safe work practices and brought to a lead-safe condition. In the situation where the parsonage was built before 1978, where an EPA certified lead risk assessor has found a lead hazard(s), the home shall be brought to a lead-safe condition. If the risk assessor or a government official requires that the family be removed from the home either immediately or during the work phase of making the home and/or grounds lead-safe, the local church shall temporarily house the parsonage family in another location, agreeable to both the parsonage family and the local church, in accordance with their (assessor or government official) recommendations or requirements. The Conference Trustees, where necessary, will provide the local church with a no interest loan to accomplish these tasks. Loans will be granted on a first-come, first-served basis and subject to the availability of funds. Information is available to support these guidelines at <http://www.hud.gov/lead>
 9. Regardless of the age of a parsonage, radon testing shall also be performed if basement areas are to be used as living space rather than storage space. Appropriate remediation to disperse radon gas shall be initiated as needed.

10. Storm windows, doors and screens and adequate wall and ceiling insulation.
 11. Approved electrical wiring, with sufficient outlets in every room with a minimum of two (2) double outlets in every room.
 12. Telephone service, a private line and an extension to the pastor's study. Separate phone and number for parsonage. Separate phone and number for church.
 13. Adequate TV service either through a good antenna or by providing basic cable service.
 14. Interior painting and decoration should have been done within the past five years with lead-free paint. Exterior painting as needed.
3. The Garage - A garage must be provided with room enough for a car, mower, yard tools and wheeled toys.
 4. The Grounds - There should be a minimum yard space of 500 square feet of safe area usable for play by small child. The church should be responsible for providing and maintaining the foundation, shrubbery, shade trees, driveway and walk. Any needed permanent fencing should be the responsibility of the church for installation and maintenance.
 5. Required Furnishings - The church shall provide:
 - a. Window curtains, blinds and fixtures and/or drapes.
 - b. Adequate floor coverings in good condition.
 - c. Minimum 30" kitchen range (gas or electric).
 - d. Minimum 19 cubic feet refrigerator with freezing compartment.
 - e. Adequate kitchen cabinetry and counter space.
 - f. Automatic washer and dryer.
 - g. Power lawn mower (riding if needed) or lawn service.
 - h. Snow blower or plowing service.
 6. Recommended Furnishings - We encourage the church to provide:
 - a. Automatic dishwasher.
 - b. Garage door opener with proper safety features.
 7. Bills Payable - The church or charge is responsible for complete expenses of utilities, heat, electricity, water, gas, sewage, telephone (exclusive of personal toll charges), trash and garbage collections, television antenna or cable service, maintenance on required equipment and appliances.
 8. Pastor's Office and Study - When possible, a charge with a full-time pastoral appointment should provide an office for the pastor in the church building. The Pastor's office shall have an adequate work area with a copier, computer, internet connection, telephone and other equipment as necessary. There shall be adequate bookshelf space and place for hanging of the pastor's robes and vestments, preferably a clean closet. The church shall provide a study in the parsonage. The study shall be provided with adequate bookshelves, telephone (church's phone line) and storage space. If no church office is provided, the study in the parsonage shall be considered the office. In that case, the above requirements for the church office shall apply to the parsonage office. In addition, there shall be a separate outside entrance or suitable private entrance into the parsonage office. The parsonage office shall be located on the ground floor of the parsonage.
 9. Care of Parsonage - There shall be an annual review at the parsonage to discuss family needs and care of the parsonage. This review shall determine whether deficiencies are due to normal wear or are excessive. Appropriate care and maintenance shall be subject to provisions in (1) through (3) below. Particular attention shall be given to care needed where there are pets. This annual report shall be shared with the Pastor Parish Relations Committee.
 - a. A local church should provide a minimum of \$500 for major parsonage maintenance/improvements annually. Any unused portion should be carried forward.
 - b. Guidelines for change of appointments:
 1. When a change in appointment takes place, shall inspect the parsonage with representatives from the Parsonage Committee (or Trustees and PPR Committee). The condition and needs of the parsonage shall be noted; Church owned appliances, furniture, carpeting, draperies, etc., shall be annotated on a checklist; A written statement detailing the results of the inspection shall be signed by both the pastor and the church's representatives.
 2. When a pastor leaves a parsonage, an inspection shall be made by the pastor and church representatives (as noted above). The written statement in (a) above shall be used as a criteria for this inspection. Where there is significant damage beyond normal wear, the pastor shall be expected to pay for needed repairs. When necessary or appropriate, the District Superintendent may be consulted for mediation.

3. Responsibilities for cleaning at the time of move:

PASTOR:

- a. Leave the house basically clean;
- b. Clean appliances;
- c. Vacuum all carpets;
- d. Mop floors; Clean bathrooms; Remove all trash, garbage; Professional sanitizing of carpets (if pets).

CHURCH:

- a. Wash walls and windows;
 - b. Paint as necessary;
 - c. Shampoo all carpets;
 - d. Wax tile, linoleum floors (if appropriate)
 - e. Clean curtains, draperies;
 - f. Replace damaged or worn-out furniture, appliances, etc.
- B. A parsonage for pastors and associate pastors shall be considered the norm. However, housing allowances in lieu of parsonages may be utilized. Parsonages and housing allowances are not compensation, but are provided for the benefit of the congregation. It is the responsibility of the church to provide a housing allowance or parsonage. It is the choice of the church which to provide. When a housing allowance is provided it shall reflect the local community costs to provide housing equal to all parsonage standards including utilities.