



The United Methodist Church  
Eastern Shore District, Virginia Conference

Tammy L. Estep, District Superintendent  
Connie M. Owens, Administrative Assistant

April 1, 2010

To: Staff/Pastor Parish Relations Committee Chairpersons  
From: Tammy L. Estep, District Superintendent  
Re: Annual Review of the Church-Owned Parsonage

It is the season of spring, appointment making and moves. Whether your church or charge is experiencing a move or not, it is required by the Book of Discipline ¶258.2g(16), that an on-site inspection be made of the parsonage every year. This inspection is made with the Pastor, the Staff/Pastor-Parish Relations Committee Chairperson, and the Trustee Chairperson or Parsonage Committee Chairperson. The S/PPRC Chair is responsible for setting up the inspection time in consultation with the parsonage family and for forwarding the report to the District Office by **May 21, 2010**.

The parsonage review benefits the parsonage family and the church. It enables the parsonage family to inform the church about repairs, replacements, additions, etc that need to be done at the parsonage. Likewise, it enables the church to know the condition of their parsonage and what needs to be done to keep it in tip top shape. If repairs need to be made, please work out a schedule with the parsonage family to get these done in a timely fashion.

Pastors should keep a copy of this inspection in their "Parsonage Records and Information Notebook". This notebook should always be kept "up-to-date". Ministers who anticipate an appointment change, should have this notebook "in sight" and accessible for the new pastor.

Thank you for your willingness to care for this important task of our church by May 21, 2010. The churches that did not complete this requirement last year, please see below for a handwritten note from me.

I wish you grace upon grace during this Easter Season.

C: pastors

Enclosures: Annual Review form, Parsonage Inventory Form, Minimum Standards for the Parsonage found at [www.easternshoredistrictumc.org](http://www.easternshoredistrictumc.org) under "Library: and then "Parsonage".

Our Vision Statement:  
"We envision faith communities where all God's people are welcomed at table, nurtured and transformed to be Christ to others in the world"

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