

STEWARDSHIP OF THE PARSONAGE

Name of Congregation(s) _____

Legal owners of the parsonage _____

Name of Community in North Dakota _____

Name of Pastor _____

General description of the parsonage

The following items will also be provided:

Utilities: ___ Electric ___ Gas ___ Water and Sewage
 ___ Garbage Disposal ___ Telephone (land line except for personal use)

Appliances: ___ Refrigerator ___ Dishwasher
 ___ Microwave Other: _____

Both the congregation and pastor acknowledge and agree to the following:

1. Prior to the pastor's occupancy, the pastor and his family should expect the clean parsonage to have freshly painted walls, all flooring either cleaned or replaced, all repairs already have been completed, windows washed, and appliances cleaned or replaced.
2. It is the responsibility of the congregation, as part of its provision for the pastor, to keep the property (house, garage, yard) in structurally sound and good repair, including needed prompt maintenance and/or replacement of shingles, siding, doors, windows, plumbing and electric as normal aging and wear and tear require. From time-to-time, the congregation will make upgrades to the property, including electrical or plumbing fixtures and counters and cabinets. The congregation will also arrange for trimming, removal, and replacement of trees and shrubs when necessary.

3. It is the responsibility of the pastor and family, as stewards entrusted with the care of this property, to keep the property and the yard in good upkeep and repair. This includes such matters as routine household cleaning, carpets cleaned, changing of furnace filters, replacement of light bulbs, watering and mowing the lawn, routine weeding, and the like.
4. In the event that there is damage to the property caused by natural elements or by age-related failure, such as storm damage to shingles, peeling paint on siding and trim, water heater failure, furnace or plumbing failures, concrete deterioration in the basement walls or floor, water seepage, broken branches or downed trees, the congregation will assume prompt responsibility for corresponding repairs and costs and insure that repairs are completed in timely fashion. If the pastor or family notices any damage, they will notify the trustees as soon as possible so that the appropriate repairs can be made.
5. In the event that repairs are needed due to normal wear and tear or aging, the pastor will notify the trustees in writing as soon as possible so that the appropriate action may be taken.
6. In the event that there is damage to the property caused by mistreatment or neglect, such as a broken window, torn screens, soiled carpet, damage to walls or woodwork, or the like, the pastor will assume the responsibility for corresponding repairs and costs and will insure that repairs are completed in timely fashion.
7. It is recommended that no pets be allowed on the property. If pets are allowed, extra care should be taken to dispose of waste, and prevent pet-related odors and damage to property.
8. Two trustees and their wives, or designated representatives of the congregation, will conduct an annual “walk-through” of the property. This should be pre-arranged and conducted with the pastor and family. The walk-through should involve the following provisions;
 - a. The pastor may request repairs or upgrades as noted above (see 1,3,4)
 - b. The trustees or designated representatives will note all items that are the responsibility of the congregation and will identify items that need repair or replacement with the intent that attention will be given in a timely fashion.
 - c. The trustees or designated representatives will also note all items that are the responsibility of the pastor and will inform him in writing of any items that need appropriate attention. If such items are identified, the trustees or designated representatives and the pastor will agree to a time-frame for appropriate action and will arrange for a follow-up visit to review the action taken.
9. At such time as the pastor accepts a call elsewhere, retires, or vacates the property for any other reason, the following provisions apply:
 - a. The pastor has the responsibility of removing all his furniture, appliances, books and other personal and family possessions, as well as vacuuming carpets, sweeping

or mopping floors (as needed), cleaning the kitchen and bathroom fixtures (sinks, tub/shower, toilet), and doing any repairs as noted above (see 5).

- b. Two trustees and their wives or designated representatives of the congregation, along with the pastor will conduct a final “walk-through” of the property. The pastor may make final recommendations regarding needed upkeep, repairs, or upgrades to the property. In the event that the trustees or designated representatives identify an item or items needing attention that falls under the pastor’s responsibility (see 5 above), they will make arrangements with the pastor to take appropriate action. Should a disagreement arise, all parties agree to contact the circuit visitor for his counsel and action.

10. After the pastor has vacated the property, a committee of men and women will be appointed to walk through the parsonage and property to evaluate and make recommendations for necessary preparation for the next pastor and his family. The congregations should begin promptly with this preparation.

Signature - President of Congregation

Date

Signature – Trustee/Properties Chair of Congregation

Date

Signature – Pastor

Date