

Guidelines for Leaving Parsonage

Responsibilities of Pastor-Parish Relations Committee for Parsonage:

1. Provide new mattress pads for all beds.
2. Make sure all plumbing facilities are working properly; provide new plastic shower curtain liners.
3. Have drapes and carpets cleaned professionally, as needed.
4. Make sure furniture, appliances, etc., are in good repair and working order.
5. Hire professional exterminator, as needed.
6. Paint interior as necessary; repair any damage done to walls by pictures.
7. Check parsonage after family has moved and be sure things are clean and in order for incoming family.
8. Make sure provision is made for welcoming meal for incoming family.

Responsibilities of Parsonage Family:

1. Make sure walls and floors are clean, if they are not to be painted or refinished.
2. Wash windows and sills.
3. Clean attics and basements and outside utility rooms; have trash hauled away.
4. Wash, iron and re-hang washable curtains.
5. Clean and disinfect bathroom fixtures and tile.
6. Thoroughly clean stove and refrigerator.
7. Vacuum and wipe out all cabinets, closet shelves, etc.
8. Repair any pet damage and remove evidence of their presence (hair, fleas, etc.)
9. Make arrangements for utility transfer. Have meters read rather than disconnecting service. If you found a full tank, leave it full. If not, suggest that the church fill it so the process can be followed in the future.
10. Leave light bulbs in fixtures, toilet paper in bathrooms, phone book near phone.
11. Leave name of parsonage committee chairperson and leave all parsonage keys marked.
12. Leave your home clean and ready for the incoming family to unpack and feel comfortable. Realize that everyone has varying cleanliness standards; accept in love the parsonage into which you move. If your new parsonage is found unacceptable, notify the District Superintendent as soon as possible.