

# Standards And Guidelines for Church-Provided Residences

The following items marked with an asterisk (\*) are required minimum standards, and the items marked with a check (*T*) are guidelines. The standards are intended to provide for housing that meets safety, codes, good building practices and comparable community living standards. The guidelines are items that are desirable to attain. If there is a question about these standards, the resident, local church Board of Trustees, or the District Superintendent may request the District Board of Church Location and Building to evaluate the situation and make recommendations.

## 1. GENERAL CONDITION OF HOME AND DECORATING

- \* Condition of residence will be reviewed and evaluated each year with recommendations to be presented to charge/church conference.
- \* Residence inspected between each move
- \* Condition of home excellent, inside and out.
- \* Yard with adequate drainage.
- T* Landscaping attractive and well-kept.
- T* Standards similar to housing of church community served.
- \* Neutral colors and versatile design used throughout the home, including floor covering, walls and major appliances.

## 2. LOCATION

- \* Secure residential area within reasonable proximity to the institution served.
- \* Privacy for the family.
- \* Accessible to schools, shopping, medical facilities, entertainment, etc.
- ✓ Not next door to the institution.

## 3. SAFETY FEATURES

- \* Smoke detectors in sleeping areas.
  - \* Fire extinguisher in cooking areas.
  - \* Dead bolt locks on all outside doors.
  - \* Adequate fire exits from all areas of the home.
  - \* Adequate, safe play area suitable for small children
- (All the above listed recommendations will reduce insurance premiums as well.)
- \* Any new construction or future purchase of a parsonage will meet or exceed local building codes or FHA Minimum Property Standards or a nationally recognized building code.

## 4. HEAT, AIR CONDITIONING AND ENERGY EFFICIENCY

- \* Central heat and air conditioning.
- ✓ Use of passive solar where practical.
- ✓ Storm doors and windows.
- ✓ Adequate insulation in walls and ceilings.
- ✓ Energy efficient major appliances such as furnace, air conditioner, water heater.
- ✓ Humidifier and/or dehumidifier where needed.

## 5. PLUMBING

- \* Adequate plumbing with provisions to prevent freezing in winter.
- \* Sump pump where needed.

- \* Water heater adequate for family of four, including use of dishwasher and clothes washer.
- ✓ Easy access for repairs.

## **6. ELECTRICAL WIRING**

- \* Meet or exceed National Electrical Code.
- \* Outside lighting where needed.
- \* Lighted stairways.
- \* Adequate outlets in all rooms.

## **7. KITCHEN**

- \* Modern stove
- \* Refrigerator with freezer compartment
- \* Sufficient storage space
- \* Adequate work top space
- \* Garbage disposal

## **8. BEDROOMS**

- \* Minimum of three, each at least 120 square feet.
- \* Adequate closet space for each.
- \* See ¶2543.4d, The Book of Discipline 2004, for new construction accessibility - requirements.
- ✓ Fourth bedroom

## **9. BATHROOMS**

- \* At least two full baths.
- \* See ¶2543.4d, The Book of Discipline 2004, for new construction accessibility requirements.
- \* Modern fixtures, including toilet, sink and either shower or tub in each.
- \* At least one bathroom to include a shower.

## **10. STUDY/OFFICE**

- ✓ It is encouraged that the pastor's main study/office not be located in the residence. However, if the study/office is in the home the following are recommended:
- ✓ Separate, clearly marked outside entrance.
- ✓ Separate telephone line.
- ✓ Separate doorbell.

## **11. STORAGE SPACE**

- \* Minimum 120 square feet in sealed, dry basement, utility room, walk-up attic, or building near the residence.

## **12. DINING SPACE**

- \* Adequate family dining space.
- ✓ Adequate separate dining space for accommodating guests.

## **13. LIVING ROOM**

- \* Adequate, comfortable space for accommodating guests.

## **14. FAMILY ROOM**

- \* Any new construction or future purchase of a parsonage will have an adequate private area for family to gather other than living room.

#### **15. GARAGE**

- \* Any new construction or future purchase of a parsonage will have a two-car garage or carport.

#### **16. FLOORING**

- ✓ Adequate, safe, easy care flooring
- ✓ Grease-proof covering where needed.

#### **17. APPLIANCES**

- \* Dishwasher
- \* Automatic washer and dryer, plus all appliances required in other categories.

#### **18. TELEVISION**

- \* Cable or satellite hookup and/or permanent television antenna.

#### **19. WINDOW TREATMENTS**

- \* Shades, privacy curtains or Venetian blinds on all windows
- ✓ Insulated drapes or curtains in living room.

#### **20. TELEPHONE**

- \* One private phone and at least one extension.
- ✓ Provision for computer internet access.

#### **21. HANDICAP ACCESSIBILITY**

- \* For a newly constructed parsonage, ¶2543.4d, *The Book of Discipline 2004*, requires a fully accessible bedroom, bathroom, and utility area on the ground-floor level.
- ✓ The above provisions are recommended for all other parsonages that are not newly constructed.

#### **22. LAWN CARE**

- \* Provide appropriate lawn mower or lawn care.

#### **23. MAINTENANCE**

- \* 2.5% of replacement value provided in annual budget for parsonage and fixtures, with excess to accumulate for future replacement.
- \* **Responsibilities for the resident family include:**
  - \* Prompt reporting of needed repairs, etc.
  - \* Any changes in the structure of the parsonage must receive trustees approval in advance.
  - \* Routine protection and care of house and lawn.
  - \* Restitution for damages done by family or pets.
  - \* Insurance on personal effects.
  - \* Participate in annual on-site evaluation of residence and premises.
  - \* When moving, leave residence clean.
- \* **Responsibilities of church include:**
  - \* Maintenance of furnishings provided by church.

- \* Consult with family in selection of equipment, furnishings and color schemes.
- \* Respect rights and privacy of the family.
- \* Provide insurance on residence and church-owned furnishings.

#### **24. RECORDS**

- \* A residence book (file) is to be permanent in each residence and include: guarantees, repair lists, instructions for use of equipment, when and where equipment was purchased, whom to call for various reasons, where to find various items, and when and by whom various improvements were made.