

## PNW Local Church Parsonage Annual Report 2023-2024

For the benefit of the church, the present parsonage family, and future parsonage families, an annual on-site evaluation of the living quarters, garage, and premises shall be made. Those participating should include at least the Chairperson of the Trustees, the Chairperson of the Staff/Pastor-Parish Relations Committee, and the Pastor. (See 2016 *Book of Discipline*, paragraph 2533.4) Please consult the AUMC Journal, Rule 7.48, for the Guidelines for Parsonage Standards.

### Name of person completing this report

First Name	Last Name	Email
Mark	McMurray	Mark@kennewickfirst.com

<b>District</b>	Seven Rivers
<b>Church Name</b>	Kennewick: First
<b>Does your Church have a Parsonage?</b>	Yes
<b>Parsonage street address</b>	1602 S. Sharron St. Kennewick WA 99337
<b>Is the Parsonage Currently Rented?</b>	No
<b>Date of Inspection</b>	2023-11-01

## HEATING, VENTING AND COOLING

<b>Is all heating and cooling equipment including chimneys, flue connections, and air ducts in good serviceable condition, well maintained, and serviced by a qualified person within the past year?</b>	Yes
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### Comments

<b>Are HVAC and appliance exhaust systems properly vented?</b>	Yes
<b>Furnace</b>	New as of 2022
<b>Air Conditioner</b>	In good working order New 2022
<b>Hot Water Tank</b>	functioning well in good condition

## LIGHTING AND ELECTRICAL EQUIPMENT

Has the electrical system been inspected by a competent electrical contractor recently?

No

Comments

No issues to warrant repair or inspection

Are alterations of electrical installations made only by a qualified electrician?

Yes

Are all fixtures, outlets, and extension cords in safe condition?

Yes

Are extension cords used only for temporary situations?

Yes

## APPLIANCES

Washer

new 2018

Dryer

New 2018

Refrigerator/Freezer

New 2023

Stove/Oven

functional but could be updated

Are kitchen range venting hoods, filters, and ducts free of grease accumulation?

Yes

Comments

Are refrigerators, freezers, stoves, microwaves, washers, and dryers properly wired?

Yes

Comments

Is manufacturer-recommended air space provided around all large appliances?

Yes

Other

## PROTECTION

Is there a sufficient number of proper fire extinguishers provided?

Yes

Comments

Have fire extinguishers been inspected or recharged within a period of one year?

No

Please add the date of inspection or recharge as shown on the tag attached to each extinguisher.

Are smoke detector batteries checked semi-annually where warranted?

Yes

Comments

## PUBLIC LIABILITY EXPOSURES

Are all walkways and floor surfaces safe (free of holes, uneven surfaces, cracks, carpet tears, etc.)? Yes

**Comments**

Are all steps in good repair and provided with handrails?

Yes

**Comments**

Has the parsonage been inspected for lead and asbestos, and proper safeguards taken?

Yes

**Comments**

**INSURANCE**

Does the church and/or pastor maintain adequate property and liability insurance on the parsonage and its furnishings?

Yes

**Comments**

Is there a video or written inventory of all church-owned personal property in the parsonage stored off-site?

Yes

**Comments**

**WORK COMPLETED SINCE LAST INSPECTION**

List all repairs or upgrades completed in the last year.

new Refridgerator

**WORK NEEDED**

What repairs/upgrades/etc. are needed for the parsonage? List them giving the priority that is placed on each.

**OVERALL CONDITION OF THE PARSONAGE**

What is your assessment of the condition of the parsonage?

in good living and working condition

**DECISION MAKERS**

Who determines parsonage repairs/improvements/upgrades to be made each year?

Facilities team in consultation with Pastor and Finance Team

**FINANCES**

What financial provision is made for the upkeep of the parsonage and its appliances and other equipment?

Yearly budget for repairs and upkeep

## **MAINTENANCE PLAN**

**What is the plan for the replacing or upgrading of the parsonage and its equipment?**

yearly inspection and repair on  
as need basis

### **Shared Parsonage Plan, if applicable**

**If the parsonage houses a pastor serving a two-point or larger circuit, how are expenses shared?**

NA

### **Signatures of those making the inspection:**

**Type in name of chairperson or representative of Trustees**

Robert Arnold

**Enter today's date**

2023-11-14

**Type in name of chairperson or representative of SPRC Parsonage Committee**

Cory Manely

**Enter today's date**

2023-11-14

**Type in name of Pastor**

Mark McMurray

**Enter today's date**

2023-11-14