

2014 ROCKY MOUNTAIN CONFERENCE JOURNAL

Superintendent.

- 1.1.12. **Family Leave** – Pastors should be allowed up to a maximum of eight weeks of paid family leave. Such leave shall comply with the guidelines established in ¶354 of the 2012 Book of Discipline.

Each annual budget shall include an amount that is to be used for the purpose of pulpit and pastoral supply during family leave situations. During family leave, the local church is responsible for continuing all clergy compensation, and the conference is responsible for the pulpit/pastoral supply costs. The cabinet shall direct the use of these funds and normally, such assistance will provide only partial funding of the total costs that may be involved. For 2015, the 89 budgeted amount shall be \$1,000.

- 1.1.13. **Maternity/Paternity Leave** – Pastors shall be allowed maternity/paternity leave in compliance with ¶356 of the 2012 Book of Discipline to be a minimum of eight weeks and not to exceed one-quarter of a year.

Effective Date: July 1, 2014

Termination Date: June 30, 2017

1.2. Parsonage Standards (2010 Petition AC 05)

Minimum Standards for Clergy Parsonages/Housing

It is requested of the Annual Conference that minimum standards be set for clergy housing, and that appropriate guidelines be in place defining the relationship between the local charge and clergy regarding management of the parsonage, or, in charges where parsonages are not available, housing allowances.

1.2.1. Minimum Standards for Clergy Parsonages/Housing

A very important part of the clergy compensation package is that of housing. The Commission on Equitable Compensation recommends that every charge provide either a parsonage that meets the following minimum requirements, or a housing allowance that will enable the rental or purchase of a suitable equivalent, for full time and part time clergy staff, unless a special exception is negotiated with the local church and conference by the District Superintendent.

1.2.1.1. Responsibility For Clergy Housing

- 1.2.1.1.1. Ultimate responsibility for clergy housing lies with the Church Council. (¶252.4.e, 2012 Book of Discipline.)
- 1.2.1.1.2. The church council may delegate administrative responsibility for clergy housing to the committee on Pastor-Parish relations (or Pastor-Parish relations) or a pastoral advisory committee. (¶258.2.16, 2012 Book of Discipline.)
- 1.2.1.1.3. If a housing allowance is provided, it should be reviewed annually by the Pastor-Parish Committee and provision made for an adequate allowance equal to a fair rental value for providing suitable housing and utilities in a specific geographical area. Additional guidelines for use in determining fair housing allowances are found in the annual petition entitled "Clergy Minimum and Equitable Compensation."
- 1.2.1.1.4. Any housing provided by the church for clergy use, or housing that is owned by the church for past or future clergy use, shall, for the purposes of this document, be considered to be a parsonage.
- 1.2.1.1.5. If a Parsonage Committee is established, membership may be appointed by the church council or be nominated by the Committee on Lay Leadership and elected by the charge conference. Rotation of members is advised.
- 1.2.1.1.6. If a Parsonage Committee is established, it is recommended that its membership be:
one trustee (selected by the Board of Trustees),
one member from the Pastor-Parish Relations Committee,
three members at large,
the pastor's spouse, and
the Pastor.

Where there is more than one church on a charge, then the members at large and the Pastor-Parish Relations Committee and Trustees representation should reflect members from each of the churches.

- 1.2.1.1.7. The Parsonage Committee should meet at least twice a year and shall report to the charge conference on the forms provided by the annual conference.
- 1.2.1.1.8. Responsibilities of the Parsonage Committee shall include:
- 1.2.1.1.8.1. Cooperate with the Pastor-Parish Relations Committee in sensitizing the congregation to the fact that the parsonage is a part of the clergy compensation and should be considered as the private home of the parsonage family.

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- 1.2.1.1.8.2. Follow the Parsonage Maintenance guidelines for a yearly checklist. (See section I, part C)
- 1.2.1.1.8.3. Follow the Parsonage Maintenance guidelines "When There Is a Change in Pastors" (See section II, part B)
- 1.2.1.1.8.4. Assure that all budget requests pertaining to the parsonage are submitted to the Finance Committee for recommendation to the church council.
- 1.2.1.1.8.5. In the absence of a Parsonage Committee, the duties and functions described in the "Clergy Housing Policies and Standards" guidelines shall belong to the Pastor-Parish Relations Committee.

1.2.1.2. Minimum Parsonage/Housing Standards

If a parsonage is provided, it should be an adequate, comfortable and structurally sound home for the pastor and family built according to local building codes.

1.2.1.2.1. Recommendations Relating to Parsonage Structure and Utilities

Please note that the Office of Architecture of the Board of Global Ministries, 475 Riverside Drive, New York, NY 10115 has recommended parsonage planning guides.

1.2.1.2.1.1. Location:

1.2.1.2.1.1.1. Consider these questions when choosing the parsonage location:

- 1.2.1.2.1.1.1.1. Is, or will the location be conducive to good living on the part of the parsonage family and equivalent to the average family home of the area?
- 1.2.1.2.1.1.1.2. Is, or will the location be in convenient relationship to shopping areas, schools, recreation and in an area conducive to property value appreciation?

1.2.1.2.1.1.2. Location should not be such as to conceivably be a hindrance to future growth of the church plant and should be convenient to the ministry community which the church serves.

- 1.2.1.2.1.1.2.1. While some parsonages are located next door to the church, the goal of the church should be to insure the privacy of the parsonage family. If there is to be a change in the parsonage location, it should be located away from the church and church property.

1.2.1.2.1.2. House/Parsonage Arrangement

- 1.2.1.2.1.2.1. Bedrooms: There should be a minimum of three bedrooms each of adequate size and allowing for privacy.
- 1.2.1.2.1.2.2. Closets: Adequate closet space should be provided.
- 1.2.1.2.1.2.3. Bathrooms: One and three fourths bathrooms are considered essential.
- 1.2.1.2.1.2.4. Study: A pastor's study (in addition to the three bedrooms) is desirable. The pastor's study in the parsonage is not to be utilized for counseling, nor is it to take the place of an office in the church or in some other facility outside the parsonage. It is desirable that the study be located so that it can be protected from family and kitchen noises.
- 1.2.1.2.1.2.5. Kitchen and laundry space: There should be adequate kitchen and laundry space. There should be adequate electrical outlets.
- 1.2.1.2.1.2.6. Living area: The parsonage is to be considered as home for the pastor and his or her family. A living room should be large enough so that entertaining or dining is possible. Where possible, there should be an area where the family can "be at ease" whether it is a kitchen family room, a den, or a recreation room.
- 1.2.1.2.1.2.7. Closets and storage: Considering the fact that pastors acquire equipment and personal possessions not always usable in the present appointment and the possession of equipment not normally found in the average home, the need of average or more than average closet and storage space is recommended.

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- 1.2.1.2.1.2.8. Heating and cooling: Adequate provision for these should be made in relationship to the area and the climate. Adequate insulation and storm windows should be installed where required for energy conservation. The water heater should have a capacity of at least 50 gallons.
- 1.2.1.2.1.2.9. Home grounds:
- 1.2.1.2.1.2.9.1. All permanent planting should be the responsibility of the church and planned by a landscape architect whenever possible.
- 1.2.1.2.1.2.9.2. Landscaping and exterior care of the parsonage should be such as to be a credit to the church in the community (Section II A #8 & 9).
- 1.2.1.2.1.2.9.3. An outdoor patio area and recreational space are useful additions.
- 1.2.1.2.1.2.10. Miscellaneous:
- 1.2.1.2.1.2.10.1. Adequate shelter sufficient to house two cars should be provided. Minimum requirement is a garage suitable to house one car.
- 1.2.1.2.1.2.10.2. Because the need for a type of TV antenna or basic cable varies with location, it is suggested that the church provide an adequate antenna or basic cable for the area.
- 1.2.1.2.1.2.10.3. One telephone should be provided with jacks installed for additional phones in the master bedroom, study, family room or where most convenient.
- 1.2.1.2.1.2.10.4. DSL or cable internet should be provided; if wireless access is not provided, at least one jack should be available in the room to be used as a pastor's study. If DSL or cable internet access cannot be provided, a second, dedicated phone line should be provided for internet access.
- 1.2.1.2.1.2.10.5. Smoke alarms, fire extinguishers and safety ladders should be present.
- 1.2.1.2.1.2.10.6. Trash cans (at least four 30 gallon cans with covers), garden hoses and sprinklers as necessary, and a ladder should be provided.
- 1.2.1.2.1.2.10.7. Consideration should be given to the requirements of ¶2544 of The Book of Discipline 2012 regarding disability access.
- 1.2.1.2.2. Recommendations Regarding Parsonage Furnishings and Equipment
- 1.2.1.2.2.1. It shall be the responsibility of the local church to furnish the parsonage with basic furnishings as listed below of good quality and to maintain them in good condition or replace when necessary. It is recommended that all furniture for the parsonage be purchased new.
- 1.2.1.2.2.1.1. Bedrooms: The church shall provide rugs or carpets and window coverings. Furnishings for all bedrooms shall be the responsibility of the parsonage family.
- 1.2.1.2.2.1.2. Study: The church shall provide carpets and draperies. It is recommended that the study include the following: desk, comfortable chair, filing cabinet, telephone, bookshelves, and typewriter, word processor, or computer. The room should have adequate light and storage.
- 1.2.1.2.2.1.3. Kitchen and laundry: The church shall provide range and oven, refrigerator/freezer, automatic washing machine and dryer, dishwasher, sink with garbage disposal where possible and water conditioner where needed or required.
- 1.2.1.2.2.1.4. Carbon monoxide detectors should be present and there should be grounded wiring throughout the parsonage, with ground fault protectors in the bathrooms.
- 1.2.1.2.2.2. The local church's budget should include funds for updating and replacing furnishings as necessary.
- 1.2.1.2.2.3. Where the church provides mutually acceptable furnishings as outlined above, but the pastor prefers to use his or her own, the pastor shall arrange for the storage of the parsonage furniture in cooperation with the Parsonage Committee or Pastor-Parish Relations Committee or (equivalent).
- 1.2.1.2.3. Joint Responsibilities
- 1.2.1.2.3.1. It should be remembered that a home expresses character and that the condition of the parsonage reflects on the relations of the clergy family and the church. Happy is the pastor who can be proud of his/her church for the kind of parsonage provided for them as good stewards. The church is encouraged to choose neutral colors for drapes, carpeting, furnishings, and so on when considering the decor of the parsonage. The tastes of the parsonage family should also be

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considered in choosing colors, furnishings and appliances.

- 1.2.1.2.3.2. Clergy and families living in a church owned parsonage are expected to maintain the parsonage in conditions of reasonable cleanliness and repair avoiding the necessity of extensive cleaning or repair upon the change of pastors.

1.2.1.2.4. Options:

While the Commission on Equitable Compensation advocates these parsonage guidelines as outlined above, we recognize the need for options in specific situations as mutually agreed upon by the pastor and the Parsonage Committee or Pastor-Parish Relations Committee or (equivalent), in consultation with the district superintendent.

1.2.1.3. Parsonage Maintenance Guidelines

- 1.2.1.3.1. On an annual basis, the Parsonage Committee or Pastor-Parish Relations Committee or (equivalent) will cooperate with the Pastor-Parish Relations Committee in the annual review of the parsonage as required by ¶2533.4 of the 2012 Book of Discipline. This review should include an inventory of church-owned furnishings and other items.
- 1.2.1.3.2. The Parsonage Committee or Pastor-Parish Relations Committee or (equivalent) should proactively replace furniture, appliances, curtains, carpets, etc., when they can see it is needed rather than the family having to ask. However, the family should ask if this is not done. When such items are to be replaced, the parsonage family should make selections in consultation with appropriate leadership from the local church.
- 1.2.1.3.3. An inventory of furniture and appliances with original cost and expected life span should be maintained. An item in the church budget should provide funds each year on an accumulating basis to replace items as they are worn out.
- 1.2.1.3.4. Emergency maintenance and repairs: An emergency fund (suggested minimum of \$100) should be available as an amount that could be spent without consultation with the committee in order to allow the parsonage family to deal with repairs.
- 1.2.1.3.5. The exterior of the house should be inspected to see that it is properly maintained (paint, roof, etc.) in order to avoid costly repairs. Exterior painting, repairs, and roof maintenance should be the responsibility of the church.
- 1.2.1.3.6. The parsonage should have a periodic termite and pest control inspection. Corrective measures should then be taken.
- 1.2.1.3.7. The church should have the heating and cooling systems checked seasonally.
- 1.2.1.3.8. Major renovation, repair, and replacements should be done by the church as they are needed, taking into consideration the church's financial ability to do these things. (The pastor, not the church, shall be responsible for correcting extreme or unusual damage beyond normal wear and tear to the parsonage and furnishings.) Changes in interior decoration should be done with the mutual consent of the church and the family.
- 1.2.1.3.9. It is recommended either that basic lawn maintenance (including mowing, edging, fertilizing, and sprinkler system) be taken care of or paid by the church or that the church provide, maintain, and repair a power lawn mower and other tools required to maintain the grounds with ease.
- 1.2.1.3.10. For the safety of the parsonage, property and the parsonage family, the church should carefully evaluate the overall security of the building and grounds. Attention should be given to screens, window and door locks, gates, and alarm systems. This should also include fire prevention measures such as smoke alarms, fire extinguishers, escape ladders and a fire escape plan. When possible, an annual inspection should be made by the fire department and utility companies.

1.2.2. When There is a Change in Pastoral Appointment

1.2.2.1. Cleaning and Inspection

- 1.2.2.1.1. The parsonage should be thoroughly cleaned when there is a change in pastor. The exterior of the parsonage and the grounds should be clean and present a good appearance. Walls, carpets, draperies, and floors should be clean and in good repair. Refrigerator, cook top, oven, disposal, dishwasher, washer, dryer, air conditioner, heater, water heater (50 gallon minimum), smoke alarms,

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fire extinguishers, TV antenna or cable, garden hoses, ladder, and trash cans where needed (minimum of four 30 gallon cans with covers) should all be in proper order. A thorough inspection of plumbing and electrical placements is also recommended. If requested by the new pastor, locks should be changed and new keys issued. A termite and pest control inspection is recommended, as well as necessary corrective treatment. The church has final responsibility to see that these tasks are adequately accomplished.

- 1.2.2.1.2. When a pastor moves out of a parsonage, the Board of Trustees, upon recommendation of the chairperson of the S/PPR, may elect to withhold the pastor's final check, for a period not to exceed 10 days, and deduct from that paycheck (1) the cost of necessary repairs and replacement for any breakage or damage which exceeds normal wear and tear or (2) the cost of cleaning, if the parsonage is not left "broom clean" and ready for the next occupant. The amount of the paycheck exceeding those costs shall be sent to the pastor within 10 days of his/her last day of appointment to the church. At the same time, the church shall provide, to the pastor and the pastor's district superintendent, a detailed accounting of the use of the funds. In the event there is a dispute between the pastor and the church concerning the amount needed for repairs, breakage, or cleaning, the district superintendent or a third party, agreed upon by both the church and the pastor, shall mediate the dispute. The decision of the district superintendent or the mediator shall be final.
- 1.2.2.1.3. The following suggestions are for creating a "Guide" to be completed by the Parsonage Committee or Pastor-Parish Relations Committee or (equivalent) and given to the parsonage family when it moves into its new home.
 - 1.2.2.1.3.1. An up-to-date inventory of all parsonage furnishings including, if possible, the date purchased, cost, present condition, and a projected replacement time.
 - 1.2.2.1.3.2. For each appliance:
 - 1.2.2.1.3.2.1. Operating instructions or manuals, etc.
 - 1.2.2.1.3.2.2. Repair instructions, service personnel to call, and which, if any, parsonage committee member to call.
 - 1.2.2.1.3.2.3. Service calls and repairs of major appliances owned by the church should be paid for by the church
 - 1.2.2.1.3.3. Where to find:
 - 1.2.2.1.3.3.1. Turn off valve for gas
 - 1.2.2.1.3.3.2. Turn off valves for outside and inside water
 - 1.2.2.1.3.3.3. Meters
 - 1.2.2.1.3.3.4. Fuse or switch boxes, circuit breakers, and main switch all properly labeled
 - 1.2.2.1.3.4. Size and change intervals for heating and cooling filters
 - 1.2.2.1.3.5. Various permanent plants which are seasonal
 - 1.2.2.1.3.6. Any unusual appliances, equipment, or household peculiarities (such as hidden attic door)
 - 1.2.2.1.3.7. Sprinkler systems
 - 1.2.2.1.3.8. Sewer clean outs
 - 1.2.2.1.3.9. Numbers to call in emergencies: Police, Fire, Ambulance, Insurance Company, etc.
 - 1.2.2.1.3.10. Basic information for cleaning carpets and draperies. The local church is to establish the desired policy. For example: The church is responsible for a once a year cleaning to be determined by committee upon recommendation from the parsonage family. It may be simpler for a policy to be established that carpets and drapes be cleaned annually without the recommendation of the family but with the committee selecting the cleaning company and the church paying the bill.
 - 1.2.2.1.3.11. It may be helpful, upon the arrival of a new parsonage family, for a member of the committee to conduct a tour of the parsonage, and point out that the committee is aware of certain needs

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(furniture that is wearing out, painting that is needed, etc.) and also point out the good maintenance that has been done in the past. This conveys to the parsonage family that the church is proud of their home and wants them comfortable, but might also convey that the church expects something from the parsonage family in maintaining the parsonage. The parsonage family should also be reminded to treat the parsonage as if it were their own home.

1.2.2.1.3.12. When it is possible, the parsonage should be open for visitation by the newly appointed clergy family prior to the effective date of appointment. If this is not possible, pictures of the parsonage (outside and inside) could be taken when a change is expected, and those pictures might be taken or sent to the new family ahead of moving time, providing added rapport between the church and the new parsonage family.

1.2.2.2. When the Parsonage is to be Rented Out or Left Vacant

1.2.2.2.1. When the parsonage is to be rented out, a written lease shall be drawn between the church and the renter (lessee)

1.2.2.2.1.1. The lease shall include:

1.2.2.2.1.1.1. Duration of the lease

1.2.2.2.1.1.2. Monthly rent amount

1.2.2.2.1.1.3. Rental deposit

1.2.2.2.1.1.4. Rental value of the parsonage

1.2.2.2.1.1.5. Designation of responsibility for utilities if the parsonage is to be left vacant

1.2.2.2.1.2. Parsonage maintenance during the vacancy will need to be considered.

1.2.2.2.1.3. The above standards for cleaning and inspection will apply for the arrival of a new pastor.

1.2.3. Energy Conservation

1.2.3.1. The church and parsonage family should make every effort possible to conserve energy. This should include:

1.2.3.1.1. Inviting utility companies (gas, electric, and water) to inspect, provide an energy audit, and make recommendations

1.2.3.1.2. More efficient lighting

1.2.3.1.3. Insulation in attic and walls

1.2.3.1.4. Weather stripping

1.2.3.1.5. Investigating possible use of solar energy or other energy saving devices

1.2.3.1.6. Water-saving devices

1.2.4. Parsonage Utilities

1.2.4.1. The local church shall provide utilities: water, electricity, gas and basic telephone (not including personal toll calls), sewage fee, trash and garbage collection, internet and cable and/or antenna where required for TV reception.

1.2.4.2. Those congregations with church owned rented homes should take into account the actual cost of the above mentioned utilities when providing a housing allowance.

1.2.4.3. Parsonage families should be conscious of the high cost of utilities and should practice cost and energy saving measures at all times. This should include regular self-monitoring, analysis, and comparing against previous usage.

1.2.5. Recommendations for Parsonage Insurance

1.2.5.1. Insurance on real and personal property is the responsibility of the owner of that property and should be provided with adequate liability coverage.

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- 1.2.5.2. Insurance should be reviewed annually and when there is a change of pastor(s).
- 1.2.5.3. It is recommended that a renter's Insurance Policy be obtained by the parsonage family residing in the parsonage to insure the parsonage family's personal property, including clergy library.

EFFECTIVE DATE: July 1, 2013

TERMINATION DATE: June 30, 2015

1.3. Council on Finance & Administration Moving Expense Reimbursement Policy (2013 Petition AC02)

1.3.1. Within Conference Moving Expenses

Itinerant clergy members (in full connection, probationers, or local pastors) of the annual conference serving as fully appointed pastors or appointed conference staff, shall be entitled to the provision of the fund on the following basis:

1.3.1.1. Allowed:

- 1.3.1.1.1. Moving of furniture, personal property, and equipment not to exceed 16,000 pounds. This same allowance for clergy couples will not exceed 20,000 pounds. Cost of insurance at the regular rate of \$5.00 per pound (with a \$250.00 deductible) is included. Any change of deductible will be at the expense of the pastor making the move. However, a lump sum value for the entire shipment must be included at the time of shipment. Based on moving industry standards mattresses must be professionally packed, and the Conference will cover the cost of this packing. In addition, \$100 will be allowed for cartons and packing materials. All above this amount will be charged to the pastor making the move.

1.3.1.2. Not Allowed:

- 1.3.1.2.1. Professional packing or unpacking (with the exception of mattresses and the \$100 allowed for packing materials).
- 1.3.1.2.2. Costs for items requiring special handling (such as musical instruments).
- 1.3.1.2.3. Storage of any items other than transportation cost of moving furniture, personal property and equipment.
- 1.3.1.2.4. Cost of transportation of persons.
- 1.3.1.2.5. Appliance service.

1.3.1.3. Additional Procedures:

- 1.3.1.3.1. Certified weights and a detailed bill of lading are required for payment by the Conference Office.
- 1.3.1.3.2. One stop at the pastor's residence and one stop at the church will be allowed for pickup and delivery when necessary. Clergy couples, with multiple charge appointments, will be allowed an additional stop as necessary.
- 1.3.1.3.3. A recommended list of moving vendors will be maintained in the office of the Treasurer, Benefits Officer and Director of Support Services. Payment of the Conference share of moves should be based on a bid accepted by the Conference Office. A minimum of two bids is required. The Conference is available to assist in arrangements for moving and will receive copies of the bids prior to the move. The District Superintendent and the clergy family will consult as to the requirements and needed assistance in the move. Claim for this benefit must be made within one year of appointment.
- 1.3.1.3.4. Pastors entering the retired relationship from itinerant appointments shall be entitled to their moving expenses within the Conference one time. Moves outside the Conference may be adjusted by an amount to be determined by the chairman of the Council on Finance and Administration and the Treasurer, Benefits Officer and Director of Support Services. These expenses will be paid from the Conference Moving Expense Fund. Claim for this benefit must be made within five years of the date of retirement.
- 1.3.1.3.5. Each time that a pastor in retirement is reappointed, the clergy person is entitled to a conference paid move to the local church housing and then also to retirement housing upon completion of that appointment. These expenses will be paid from the Conference.

