



Parsonage Evaluation Summary Worksheet

This worksheet may be used to provide a summary of the Parsonage Evaluation report at the Church Conference. This worksheet is optional and recommended for those who wish not to print the full report for the conference. This worksheet does not take the place of completing the Parsonage Evaluation report in Arena. This is merely a tool to assist in briefing the church conference on the state of the parsonage after the Arena report has already been completed.

A parsonage that is rented, used by someone other than the pastor, or used for another purpose altogether (e.g., thrift shop, food pantry, office space, etc.) should still have an annual walk-through and this evaluation report completed. If you have more than one parsonage, submit an [Arena support ticket here](#) to request access to an additional Parsonage Evaluation report if you do not already have enough for all your churches' parsonages in your Arena account.

Year of Completion: _____

Church Name: _____

District: _____

Annual conference: _____

Date of the last report: _____

Date of current report: _____

Parsonage Address: _____

How is the parsonage currently being used (select one)?

- Pastor's residence
- Church office
- Food Pantry
- Thrift Shop
- Living quarters – not the pastor
- Rental
- Currently vacant

If the parsonage is being used as a residence by the appointed pastor, does the church have a certificate of renter's insurance from the pastor? Yes / No

If not, please explain why: _____

If the parsonage is being used as a residence by anyone other than the pastor appointed to the church, does the church have a signed lease and certificate of renter's insurance from the tenant? Yes / No

If not, please explain why: _____

SUMMARY OF THE PARSONAGE WALK-THROUGH

Date of parsonage walk-through: _____

Name of person(s) participating in walk-through: _____

Number of Bedrooms: _____

Number of Bathrooms: _____

Does this parsonage have handicap accessibility? Yes / No

If not, can it become handicap accessible? Yes / No

Overall condition of the parsonage (select one):

- Excellent
- Adequate
- Showing wear
- Needs significant maintenance/repairs
- Needs replacement

Please list any major maintenance/repairs done in the parsonage since the last parsonage evaluation report: _____

Please list any safety concern that needs attention: _____

Please list any near future/goals for the parsonage: _____

Please list any long-range plans/goals for the parsonage: _____

Other comments about this parsonage: _____
