

American Lutheran Church **Parsonage Management Policy**

INTRODUCTION

ALC shall provide a safe and comfortably appointed parsonage for our pastors and their families to dwell in for the duration of their call.

Though ultimately belonging to God, the parsonages are simultaneously the property of American Lutheran Church (ALC) and the homes of our pastors and their families. Therefore, mutual responsibility exists between ALC and the pastors for the proper management, maintenance, habitation, and utilization of these properties.

We must exhibit good stewardship.

The purpose of this policy is to clearly state the required stewardship expectations to insure wise usage of church resources and safe and comfortable living environments for our pastors and their families.

PARSONAGE MANAGEMENT COMMITTEE

The ALC Church council shall establish a parsonage management committee, separate from the building committee, responsible for managing and administering ALC property, to include but not limited to conducting property inspections, addressing maintenance and repair issue, identifying remodeling requirements, providing oversight of all décor and appliance purchasing, effectively managing property budgets, and maintaining accurate documentation of all inspections, repairs, maintenance, remodeling, and décor and appliance purchases.

The property committee shall refer detailed repair, maintenance, and remodeling requirements to the building committee for timely completion.

The Property management committee shall be made of 5 members, to include one active church council member, at least one member of current building committee, and three members at large.

BASIC PROVISIONS

ALC shall, at its own expense:

1. Insure the buildings comply with all local building, health, and safety codes.
2. Provide normal maintenance and repair of the grounds and infrastructure.

EQUIPMENT PROVISIONS

ALC shall at its own expense, provide good quality, energy efficient, dependable major appliances and equipment to include:

1. Kitchen stove
2. Refrigerator
3. Washer
4. Dryer
5. Hot water heater
6. HVAC system
7. Fire extinguishers

8. Smoke/Carbon monoxide detectors

The Pastors shall, at their own expense, cover:

1. Luxury appliances and equipment (in full)
2. Appliances and equipment with special features (part in excess of ALC budget)

FURNISHING PROVISIONS

ALC shall at its own expense, provide good quality:

1. Basic Window coverings
2. Floor Coverings

The Pastors shall, at their own expense, cover in full:

1. Additional window coverings
2. Specialty floor coverings
3. Furniture
4. Home décor
5. Minor appliances

UTILITY PROVISIONS

ALC shall at its own expense, provide the following services:

1. Power
2. Gas
3. Water

The Pastors shall, at their own expense, cover the following services:

1. Telephone
2. Cable TV

PARSONAGE MODIFICATIONS

All parsonage modifications, alterations, or remodeling (including but not limited to painting, appliance replacement, floor covering replacement, demolition, landscaping) must be negotiated and approved through the Parsonage Management Committee.

All replacement window and floor coverings and major appliances become the property of ALC.

GROUNDS MAINTENANCE

ALC shall at its own expense:

1. Lawn care and maintenance as able
2. Permanent plantings (ie. trees and shrubs)
3. Snow removal (one time per measurable snowfall)

The Pastors shall, at their own expense:

1. Personally desired flower and vegetable plants
2. Maintenance of personally desired flower and vegetable gardens
3. Lawn furniture

INSPECTIONS, MAINTENANCE, AND REPAIRS

The parsonage management committee shall:

1. Conduct one annual inspection of each parsonage
2. Address and follow through with all maintenance and repair work in a conscientious and timely fashion
3. Conduct an inspection of parsonage immediately after pastor has vacated premises
4. Conduct an inspection of parsonage immediately upon calling a new pastor
5. All inspections shall use current Village of Rantoul Housing Code Pre-Inspection Checklist as guidelines.

The pastors shall:

1. Notify parsonage management committee immediately upon any damage to infrastructure, appliance malfunction, or repair need.
2. Shall cover in full all damage to infrastructure, appliance and equipment, and/or grounds caused by negligence or carelessness in a timely and conscientious fashion.

CONSIDERATIONS

Wherever possible, the parsonage management committee shall acquire the input from the Pastors and their families prior to appliance and equipment purchases, furnishings replacement, or parsonage alteration to maximize their comfort and sense of “home” in their parsonage environment.

CONFLICT RESOLUTION

Jesus called all of us to “go and be reconciled” (Matthew 5:24 NIV) to our brothers and sisters, our friends and family, and people in our church. Therefore, any conflict or misunderstanding between the pastors and their families and the parsonage management committee about the care, maintenance, and repair of the parsonages, appliances and equipment, and furnishings should be resolved within Christ’s spirit of peacemaking. In case, these conflicts or misunderstandings cannot be satisfactorily resolved, the matter shall be brought before the ALC church council elders, and if necessary, the full council for final mediation within Christ’s spirit of reconciliation.