

Parsonage Upkeep Agreement

_____ Lutheran Church – _____, SD
and
Rev. _____, Pastor

The _____ Lutheran Parish of _____ owns and provides for its pastor a 4 bedroom, 2 bath, full basement parsonage with a double garage. The parish also provides for utilities with the exception of the personal phone in the parsonage.

Both the parish and pastor acknowledge and agree to the following:

1. It is the responsibility of the parish, as part of its provision for the pastor, to keep the parsonage and garage in structurally sound repair, including needed maintenance and/or replacement of shingles, siding, doors, windows, plumbing and electric as normal aging and wear and tear require. From time-to-time, the parish will make upgrades to the parsonage, including electrical or plumbing fixtures and counters and cabinets. The parish will also arrange for trimming, removal, and replacement of trees and shrubs when necessary.
2. It is the responsibility of the pastor and his family, as stewards entrusted with the care of the parsonage, to keep the parsonage and parsonage lawn in good upkeep and repair. This includes such matters as routine household cleaning, changing of furnace filters, replacement of light bulbs, mowing the lawn, routine weeding, and the like.
3. In the event that there is damage to the parsonage caused by natural elements or by age-related failure, such as storm damage to shingles, peeling paint on siding and trim, water heater failure, furnace or plumbing failures, concrete deterioration in the basement walls or floor, water seepage, broken branches or downed trees, the parish will assume the responsibility for corresponding repairs and costs and will insure that repairs are completed in timely fashion. If the pastor notices any damage, he will notify the trustees as soon as possible so that the appropriate repairs can be made.
4. In the event that repairs are needed due to normal wear and tear or aging, the pastor will notify the trustees as soon as possible so that the appropriate action may be taken.
5. In the event that there is damage to the parsonage caused by mistreatment or neglect, such as a broken window, torn screens, soiled carpet, damage to walls or woodwork, or the like, the pastor will assume the responsibility for corresponding repairs and costs and will insure that repairs are completed in timely fashion.
6. Because of the potential damage to woodwork, carpet and flooring, dogs are not permitted in the parsonage. If other pets are in the parsonage, extra care should be taken to dispose of waste and prevent pet-related odors.

--OR--

It is recommended that no pets be allowed in the parsonage. If pets are allowed in the parsonage, extra care should be taken to dispose of waste and prevent pet-related odors and other damage to the woodwork, carpeting and flooring.

7. No more than two trustees or designated representatives of the parish will conduct an annual “walk-through” of the parsonage. This should be conducted with the pastor (and his wife if she so chooses). The walk-through should involve the following provisions;
 - a) The pastor may request repairs or upgrades as noted above (see 1, 3, 4).
 - b) The trustees or designated representatives will note all items that are the responsibility of the parish and will identify items which need repair or replacement with the intent that attention will be given in a timely fashion.
 - c) The trustees or designated representatives will also note all items that are the responsibility of the pastor and will inform him of any items which need appropriate attention. If such items are identified, the trustees or designated representatives and the pastor will agree to a time-frame for appropriate action and will arrange for a follow-up visit to review the action taken.

8. At such time as the pastor accepts a call to serve elsewhere, retires, or vacates the parsonage for any other reason, the following provisions apply:
 - a) The pastor has the responsibility of removing all his furniture, appliances, books and other personal and family possessions, as well as vacuuming carpets, sweeping or mopping floors (as needed), cleaning the kitchen and bathroom fixtures (sinks, tub/shower, toilet), and doing any repairs as noted above (see 5).
 - b) No more than two trustees or designated representatives of the parish along with the pastor will conduct a final “walk-through” of the parsonage. The pastor may make final recommendations regarding needed upkeep, repairs, or upgrades to the parsonage. In the event that the trustees or designated representatives identify an item or items needing attention that falls under the pastor’s responsibility (see 5 above), they will make arrangements with the pastor to take appropriate action. If a dispute arises, all parties will agree to contact the circuit counselor for his counsel and action.

Signature - President of _____ Lutheran Church

Date

Signature - Pastor

Date