



**Roanoke District
Virginia Conference
United Methodist Church**

Stephen C. Hundley
District Superintendent

March 3, 2011

TO: Chairperson, Pastor-Parish Relations Committee
Chairperson, Board of Trustees
Pastor

FROM: Stephen C. Hundley, District Superintendent

In accordance with paragraph 2532.4 in the *2008 The Book of Discipline*, I am writing to request that you conduct a review of your parsonage and return it to the district office by FRIDAY, APRIL 15th. Even if your pastor does not reside in the parsonage, a parsonage review is required.

A copy of the Annual Review of the Church-Owned Parsonage is available for printing in the Resources section of our district website www.roanokeumc.org. After completing the form, the chairperson of the Pastor-Parish Relations should return it to the district office, retaining a copy for your records. The Annual Review is also available in DOT format which allows for filling in the form on your computer. You may then send it electronically to office@roanokeumc.org.

This review should be initiated by the chairperson of the Pastor-Parish Relations Committee in cooperation with the chair of the Board of Trustees and the pastor and his/her family. This is to be an onsite inspection to determine what needs may exist to bring the parsonage up to the minimum standards established by our Annual Conference. A copy of the Minimum Standards for the Parsonage form is also available for printing in the Resources section of our district website www.roanokeumc.org. **If your church/charge is anticipating a change in pastors, it is particularly important that this inspection be completed immediately.**

Thanks for your cooperation and prompt attention to this request.

SCH:cc