



# FORT WALTON BEACH FIRST UNITED METHODIST CHURCH

## Job Description for Chair of Parsonage Committee

**Connecting, Teaching, Living** – Fort Walton Beach First UMC: Prayerfully making disciples of Jesus Christ for the transformation of the world by **Connecting** with people, **Teaching** God’s word, and **Living** our faith through service.

The Connect ministries of our church are focused on connecting people to Christ through building relationships with those in our community. The Teaching ministries of our church are focused on discipling and moving people toward Biblical personal growth. The Living ministries of our church are focused on moving people toward living out their faith. To serving others as Jesus served.

This mission/strategy is beneficial in Clarifying, Moving, Aligning and Focusing the ministries of our church, both program and lay, to be even more effective at making disciples for Jesus Christ.

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Volunteer Job Title: Chair of Parsonage Committee  
Reports to: Chair of the Board of Trustees  
Length of commitment: Two years  
Schedule: Once of month or as needed.

### Purpose:

- As Chair of the Parsonage Committee (a sub-committee of the Trustees) you are part of a team that will supervise and maintain the Pastors parsonage.

### Job Duties

- Pray for our church, our conference and our community.
- You will work with the pastor(s), the SPRC, and the parsonage committee, if one exists, to provide clean, well-equipped, and adequate housing for the family/families of the pastor(s).
- Between October and November of the year you will need:
  - Meet with the parsonage family/families about their needs concerning their home.
    - Accompany the committee on staff/pastor-parish relations on at least one inspection and inventory of the parsonage(s) each year. (The Book of Discipline ¶2533.4)
    - A video or photographic inventory of all furniture, equipment, and rooms of the church and parsonage(s) makes an excellent inventory record. This, too, should be kept in a safe place away from the church.
- Keep a permanent record of repairs, maintenance, and improvements for future reference. This eliminates any question about the date a new roof was put on the church or when a water heater was replaced at the parsonage. It also provides a basis for the appraisal of church property and equipment.

Keep warranty information dated, in a safe place, and accessible. As items are replaced, remember to remove obsolete papers and outdated warranty information from the file.

Thank you for volunteering to lead this important ministry of our church. You are greatly appreciated!