



**Roanoke District
Virginia Conference
United Methodist Church**

Kathleen Overby Webster
District Superintendent

March 21, 2019

Chairperson, Staff/Pastor-Parish Relations Committee
Chairperson, Board of Trustees
Pastor

Greetings!

Spring is the time for you to conduct The Annual Review of your parsonage (in accordance with the 2016 *Book of Discipline* paragraph 258.2g(16) and 2533.4.) Please return the completed report to the district office no later than Wednesday, May 1st. 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 enclosed and also available in the Resources (Document downloads) section of our district website www.RoanokeUMC.org. After completing the form, the chairperson of the Pastor-Parish Relations committee should return it to the district office, retaining a copy for your records. If you prefer, you may request the Annual Review in a fillable WORD format. When completed it can be sent electronically to RoanokeDistrict@vaumc.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*** is also available at www.RoanokeUMC.org.

Thank you for your careful attention to this!

In the peace of Christ.

Kathleen Overby Webster