



**Roanoke District  
Virginia Conference  
United Methodist Church**

Kathleen Overby Webster  
District Superintendent

April 17, 2020

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.) Recognizing that, while the current restrictions remain in effect, it may be difficult for some churches to meet the deadline for these evaluations the **due date has been moved to June 20, 2020**. 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](http://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](mailto: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](http://www.RoanokeUMC.org).

Thank you for your careful attention to this!

In the peace of Christ.

Kathleen Overby Webster