



Messiah Lutheran Church

Evangelical Lutheran Church in America

Parsonage Housing Policy

Applicability

This document is intended to be used as an agreement between Messiah Lutheran Church (the Congregation) and the Pastor of Messiah Lutheran Church (the Pastor) and any other additional short term residents of the Parsonage. This agreement is expected to be applicable whenever the Pastor is employed by the Congregation and occupies the Parsonage as his or her primary residence. The Parsonage is provided by the Congregation for use by the Pastor for his or her use and enjoyment.

The Parsonage is located on property owned by the Congregation at the address of:
4 Oak Street
Schenectady, NY 12306

Parsonage Security

For the purpose of controlling access to the Parsonage by individuals other than the Pastor, the number and distribution of Parsonage access keys will be limited and distributed as follows:

- 2 keys issued to the Pastor for general by the pastor and his or her family.
- 1 key issued to each of the two Co-Chairs of the Property Committee (2 keys total).
- 1 key issued to each of two members of the Property Committee (2 keys total).
- 1 key issued to an approved short-term resident (1 key total).

Note that the keys issued to the two Co-Chairs and the two members of the Property Committee are intended for use only in the event of an emergency requiring access to the Parsonage and the Pastor is not available.

Any additional copies of the Parsonage key are maintained in a locked location under the cognizance of the Parish Administrator and shall not be issued for use unless so directed by one of the two Property Committee Co-Chairs and the Pastor.

No additional copies of the Parsonage access key may be made without the concurrence of one of the two Property Committee Co-Chairs.

In the event of the misplacement or loss of a Parsonage key, a member of the Property Committee should be so notified as soon as practical.

The lending of the Parsonage key for use by individuals other than the person(s) intended (see above) is not allowed unless the key is maintained under the control of the person to which it was originally issued.

Note that the same key provides access to both the front and rear doors of the Parsonage. A separate and different key is required to access the adjacent Garage structure.

Privacy Concerns

The Parsonage is intended to be the primary residence of the Pastor and his or her family. Thus, members, partners or individuals otherwise affiliated with the Congregation should refrain from visiting the Parsonage without prior notice.

Parsonage Maintenance

The congregation's Property Committee is responsible for the care and maintenance of the interior as well as the exterior portions of the church Property, including the Parsonage. Routine as well as any non-routine maintenance of the Parsonage is generally performed either directly by a representative of the congregation's Property Committee or by qualified workers under the cognizance or authorization of the Property Committee.

As the occupant of the Parsonage, the Pastor should inform a member of the Property Committee, as soon as practical, of any corrective maintenance required to be performed. The Pastor should not endeavor to perform or authorize performance of maintenance involving the Parsonage unless so authorized by one of the two Co-Chairmen of the Property Committee. Water, plumbing, electrical, natural gas or other service systems may not be modified or otherwise altered without the authorization of one of the two Co-Chairs of the Property Committee.

Use of the Parsonage by Other Individuals

The Parsonage is intended by the Congregation to be used primarily by the Pastor and his or her immediate family. If an individual other than the Pastor and his or her immediate family are intended to occupy the Parsonage for a period of greater than one week, the Property Committee and the Congregation Council shall be informed. If an individual other than the Pastor and his or her immediate family intend to occupy the Parsonage for a period of greater than one month, the Property Committee, Congregation Council and the Pastor must approve the extended stay. All short-term residents staying longer than a month must sign a copy of this policy.

For the purpose of this paragraph and as used below, the immediate family is defined as the Pastor's long-term partner, children, step children, parents and/or step parents.

Parsonage Interior Painting and Decoration

The Parsonage interior room walls and/or ceiling surfaces may be painted or otherwise decorated and/or window treatments installed as desired by the Pastor. If a change in paint color(s), wall paper or window treatments is desired, the Pastor should identify the specific desired change to one of the two Property Committee Co-Chairs for authorization prior to making any physical changes. Materials, such as window treatments and decorations for the Parsonage, purchased by the Pastor are to remain the property of the Pastor and materials purchased by the Congregation are to remain the property of the Congregation unless

mutually agreeable arrangements have been made. If wallpaper or other difficult to remove decorations are installed, the Pastor is responsible for removing or paying for their removal when the Pastor ceases to occupy the Parsonage.

Parsonage Maintenance and Walkthroughs

The Congregation reserves the right for members of the Property Committee to enter the Parsonage for the purpose of performing interior routine and/or corrective maintenance and to perform general inspections of material conditions within the Parsonage. Prior to accessing the Parsonage, one of the two Co-Chairs of the Property Committee will inform the Pastor of the need to access the Parsonage at least one day in advance and determine a commonly convenient date and time for the access. Individuals other than members of the Property Committee are not authorized to access the Parsonage unless accompanied by the Pastor, a Property Committee representative or with the Pastor's expressed consent.

The Pastor shall be present whenever individuals other than himself or herself, or immediate family members, enter the Parsonage unless access permission is granted by the Pastor.

If and when the Pastor and his or her immediate family vacate the Parsonage on a permanent basis, the Pastor and at least two representatives from the Property Committee will perform a joint walk-through of the Parsonage to determine the physical condition of the building. Any damage identified as resulting from normal expected usage of the Parsonage may be repaired at the expense of the Congregation Damage deemed to have occurred during occupancy by the Pastor and his or her immediate family which is considered to be beyond that expected from normal usage will be repaired at the expense of the Pastor.

Pets

The Pastor is allowed to have one pet residing in the Parsonage. Prior to bringing a pet into the Parsonage, the Pastor shall notify a representative of the Property Committee and the Congregation Council. The Pastor and his or her family shall acknowledge that any damage deemed to have occurred during occupancy of the pet beyond that expected from normal usage will be repaired at the expense of the Pastor. The Pastor and his or her family are responsible for the care of the pet to humane standards and for all cleanup of the congregation property required as a result of the use by the pet.

Garage Access and Use

The Garage is intended to be shared for use by both the Pastor and the congregation's Property Committee. In order to accommodate dual use of the facility, each user should strive to maintain the garage in a neat and orderly manner and consider the other party when arranging materials within the building. The Pastor is authorized to use the garage for the purpose of parking his or her automobile. To preclude unauthorized access, the Garage building should be locked when not occupied.

The storage and/or use of gasoline and other flammable materials within the congregation's garage should be minimized to the extent practical. This does not apply to fuel tanks in motorized vehicles and outdoor cooking grills that require the use of gasoline and/or propane for operation (e.g., automobiles, snow-blower and lawn mower).

Gasoline and other flammable materials are to be stored in the appropriate authorized and approved containers only.

The following individuals have reviewed this document and hereby covenant to comply with its instructions:

Dave Barnett, Church Council President

Date

Rev. Dustin G. Wright, Pastor

Date

Charlie Zitzmann, Church Property Committee
Co-Chair (Buildings)

Date

Richard Stigberg, Church Property Committee
Co-Chair (Grounds)

Date

William Ellis, Church Property Committee Member

Date

Paul Bode, Church Property Committee Member

Date