

# **Letter of Understanding Regarding Church Provided Parsonages**

This letter of understanding is between the \_\_\_\_\_ Church of the Brethren and Pastor \_\_\_\_\_. The parties herein agree and accept the understandings stated and agree to abide by them without prejudice. Violation of this letter of understanding may result in legal recourse by either party.

The herein named Church agrees to provide a parsonage to its Pastor and to allow for the full and complete use. The parsonage shall be used as a residence only, unless prior written arrangements have been established. The Church hereby agrees to provide the following: [this may include any special provisions]

The address of the Pastor shall be

The Pastor shall agree to maintain the appearance of the interior [and or the] exterior of the said dwelling in a way and manner that is acceptable to obvious normal standards. This shall be limited to housekeeping, cleanliness, and or damage to the property caused by occupants of said dwelling.

Upon notice of at least \_\_\_\_\_ hours the interior of the dwelling may be inspected by a member or members of the established Board.[oversight of the parsonage] The notice should be in written form and properly delivered to the Pastor. The purpose of the inspection is to evaluate the interior condition of the property or to establish any maintenance deficiencies or up-grades. The said Board and or Committee shall understand and abide by and respect the privacy of the Pastor and their families.

The Church shall maintain proper insurance to include property and liability coverage, and recommend that the Pastor obtain “tenant insurance”.

Should a dispute arise as to condition and or manner, in which said Pastor is maintaining the dwelling, a meeting shall be convened between the Pastor and said oversight Board, and resolutions attempted. If resolution is not reached this by both parties, this “Agreement”, may then be declared void, at which time the Pastor will be given notice to vacate. The Pastor shall be given a reasonable amount of time to vacate, this not to exceed thirty days.

*Continued*

This letter of understanding is to provide a protection of Church property as well as to provide for the privacy of the Pastor.

This letter shall be in effect commencing at the signing of a hiring contract with the Pastor and shall continue throughout their tenure. This letter may be modified to provide for any additional concerns or situations, providing that all parties herein referenced are in agreement.

This Letter of Understanding contains the entire understanding of the parties. There are no representations, warranties, promises, covenants or understandings other than those expressly set forth herein.

**Excluding the pastoral contract, there are** No modifications or waiver by the parties of any of the terms of this Letter of Understanding shall be valid unless in writing and signed by the parties hereto. No waiver of any breach or default hereunder shall be deemed a waiver of any subsequent breach or default.

Signed & dated this \_\_\_\_ day of \_\_\_\_\_ 20\_\_

\_\_\_\_\_  
Chairman of the Board/  
Or Designated Commission

Pastor \_\_\_\_\_

Witness \_\_\_\_\_