

# Parsonage Review Instructions:

## Before you start

The person who is completing the parsonage review needs to have

1. A Unity ID and Password
2. Access to the Parsonage Review on Unity.

Contact Lynn ([Lynnmanley@vaumc.org](mailto:Lynnmanley@vaumc.org)) or Lisa ([Lisajones@vaumc.org](mailto:Lisajones@vaumc.org)) or your pastor for help with either of those things

## Important Notes: JUNE 1 DEADLINE

- If you are a multiple church charge, the parsonage is usually owned by one church. If it is deeded jointly, choose a church to put the review under. There is no need to do one under each church.
- You should have information regarding the parsonage insurance/current church budget with you to start.
- You must complete a review *even if* the parsonage is rented out.
- You do not need to send in a copy to the office – we will access it through Unity.
- **Handwritten Reviews are no longer allowed.**
- You should keep a Parsonage *Inventory* and either upload it under Other Attachments or send to the district office for uploading.
- If you want to print a blank review so you can gather the information before starting, right click on the screen and print as a PDF. It will print the entire document.
- Time matters – the system may time out and if you haven't "saved for later", you'll lose your data. So click Save for Later a few times as you are working.
- **What if our Parsonage has been sold?** If you have sold your parsonage, open the review and Click on **Update Details**. Scroll down to **Current Status**. Click Sold and then Save.

## Start the Parsonage Review:

- **Step 1:** Log in on Unity. <https://unity.vaumc.org/>
- **Step 2:** Click on (Church Name **Church**).
- **Step 3:** Scroll down and Click on **Parsonage(s)**. It will open a new page. Click on the "here" button on the top right side of your screen for a new short 5-minute video (coming soon).
- **FOR NEWLY ACQUIRED PARSONAGES ONLY: Step 4: To set up a *newly acquired* parsonage for the first time:** Click on **Add New**. Then you will complete a few basic set-up questions about address, bedrooms, etc. Click **Save**.
- **Step 5: To enter a review for any parsonage old or new:** Click on the parsonage that is listed in blue. That opens the parsonage set up page.

## Parsonages

### [Bethany UMC \(Gloucester Point\)](#)

Click [here](#) for a short tutorial video on this section.

Show 10 entries

Name	Address	
<a href="#">Bethany United Methodist Church Parsonage</a>	7545 Tyndall Dr	5BD/2.5BA/0SqFt

Showing 1 to 1 of 1 entries

[Add New](#)

Search:

Occupied By Clergy

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- **Step 6:** Scroll down and click **Create New Parsonage Review** toward the bottom. This is where you'll find all the questions you're used to. It is also where you will find the button to edit later if needed.

Notes:

[Update Details](#)

### Last Parsonage Review

Review Date: 4/3/2025

Status: Occupied By Clergy

Schools: Gloucester County

Handicap Accessible Bedroom: No

Handicap Accessible Bathroom: No

Handicap Accessible Laundry: No

[Create New Parsonage Review](#)

[View/Edit Reviews](#)

- **Step 7:** Click **Save for Later or Submit**. **If you missed a question, it would show you in red. Scroll back up to see them.** Complete those and click save or submit.
- **Step 8:** Get signatures and Click on **Upload Attachments** to upload a signed copy.