

MRD 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) or Lisa (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.
- **If you just purchased a parsonage:** Click on **Add New**. Then you will complete a few basic set-up questions about address, bedrooms, etc. Click **Save**.

- **Step 4: To enter a review for any parsonage that isn't a new purchase:** 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	Occupied By Clergy
Bethany United Methodist Church Parsonage	7545 Tyndall Dr	5BD/2.5BA/05sqFt

Showing 1 to 1 of 1 entries

[Add New](#)

Search:

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- **Step 5: Scroll down and click **Create New Parsonage Review** toward the bottom.** This is where you'll find all the questions you're used to.

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 6: Go through and answer the questions.**
 - Every question needs an answer. If there is a blank box, it needs something in it (even if it is N/A).
 - Don't put in commas.
- **Step 7: Click Save for Later if you are still working on it. Click Submit if you are finished.** If it takes you back to the page where it shows all parsonage reviews that have been completed, that's great. **If you are still on the page with the questions, that means you missed something. Scroll back up, looking for notes in red for the problem. There may be more than one so look carefully.** Complete those and click save or submit. Again, if it keeps you on the page, you've missed something.

Step 8: Print out a copy and get signatures

After you have successfully submitted, it will take you back to the page that lists all of the reviews. You will see **View/Print** as an option. Click Print, get signatures. Scan it into your computer. **Click Attachments** and **Upload New Attachment** will appear.

[Essex king and Queen Chg](#)
[Trinity UMC](#)

Show entries

Date	Status			Attachment	
5/28/2026	Submitted, Updated May 29 2026 8:44 AM	Edit	View/Print	Upload Attachment	
7/21/2025	Submitted, Updated Jul 28 2025 5:05 PM	Edit	View/Print	Attached Jul 28 2025 5:05 PM	Replace Download

Showing 1 to 2 of 2 entries

Search:

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Step 9: If you need to edit after you have saved or submitted:

- Click Church
- Click Parsonage
- Click the blue listing of the parsonage
- Scroll down to View/Edit Reviews
- Choose the correct one and click Edit
- Make the changes and click Submit