

MANSE CHECK-LIST FOR SYNOD HANDOVER GROUPS GUIDELINES FOR HOME MISSION SECRETARIES

In the year that a minister is due to move, the Circuit Executive must arrange for an inspection of the condition and structure of the manse. This is to be undertaken by a competent group, appointed by the Synod. It is recommended that a panel of say 6 to 8 people be nominated by **the Synod HM Committee**. From this panel a team of 3 or 4 should visit each manse and meet with the Circuit Manse Steward, and others. Someone with professional expertise should be a member of the group. If a Visitation Commission has been held during the year, the Committee should ensure that its recommendations have been carried out.

The aim of this Synod group is to ensure that an objective examination of the manse is undertaken and the Circuit advised what work has to be done and what priorities set for that work. The incoming minister should be involved in consultations.

DISTRICT.....CIRCUIT.....ADDRESS.....

Names of Inspection Team

INSPECTION DATE.....

The following areas need to be addressed by the group.

1. What is the condition of boundary walls? Do any trees need felling or improvement to garden recommended?
2. Are any gutters, downpipes etc in need of attention?
3. Are there any signs of dampness? If so, what steps are to be taken to eradicate this?
4. What is the condition of the walls and roof of the manse and any outbuildings? Any defects must be made good
5. Are there any reservations about the state of the electrical systems in the house?
6. Has the present manse family found the heating and insulation to be adequate? If not, what is the nature of the problem and how will it be addressed?
7. To what extent do the furnishings comply with the Conference regulations? Any discrepancies must be rectified to the satisfaction of the Group. There should be an inventory of furnishings owned by the Circuit (Furniture Book)
8. What decoration and refurbishment (carpets, painting, wallpapers and curtains etc) is necessary and when will it be done? The Circuit needs to consult with the incoming minister and family.
9. What are the arrangements for a thorough cleaning of the house for the next family? Can anyone on the circuit be of assistance in making last minute preparations for the new residents?
 - a) If the recommended work is not undertaken, the newly appointed minister, D/S, Home Mission representatives and Circuit officials will prepare a report to be presented to the Autumn Synod.
 - b) Should the manse be considered unsatisfactorily cleaned in line with the guidelines, the Manse Steward and Circuit (or District) Superintendent shall make arrangements for the necessary work to be done and this is charged to the Circuit.

It is crucial that this Synod Group is prepared for appointment before the Spring Synod meeting. The Synod should appoint one person to make contact with Contract Cleaners so that in emergencies, they can be instructed at short notice.

List the necessary repairs or improvements (giving approximate costs) in order of importance for:

1. Dwelling House

2. Ancillary Accommodation

3. Manse grounds/garden

4. What arrangements have been made to undertake the repairs or improvements listed?

We have inspected the house, garden, lands and fences of the manse and report as above.

Superintendent :

Manse Steward :

Synod appointed members

Date :

Please see [MANUAL OF LAWS Chapter 12 # 18-26](#) and [Appendices in Manse regulations booklet approved by Conference 2006](#)

HMD February 10