

## **MANSE INFORMATION**

*The following guidelines were approved by the Conference of 2005*

### **CLEANING CHECKLIST**

It is expected that each manse family will leave the manse in the state in which they would like to find it. Since those expectations and standards vary from person to person, some thought has been given to determining what should be regarded as normal.

Adequate planning should be made and action taken to ensure that the house is left in a thoroughly clean condition. The incoming family should expect to find that in addition to a general thorough cleaning, the following has been done:

- All woodwork in the house washed down – doors, frames, skirting, especially behind the cooker, fridge, wardrobes etc.
- Picture rails, window sills, plastic/glass lamp shades, etc. washed
- Kitchen cupboards washed out with bleach and left ready for use
- All top surfaces dusted and unit exterior surfaces washed down
- Fridge, freezer, oven cleaned properly inside and out
- All other appliances washed down and left ready for use
- Bathrooms and toilets thoroughly cleaned
- All curtains dry or steam cleaned and re-hung.
- All carpets cleaned as necessary, in consultation with the circuit who shall bear the cost.
- The entire house dusted and vacuumed – all furniture moved and cleaned behind and underneath.
- All external surfaces, including tops, dusted and cleaned
- All interiors dusted, cleaned and left ready for use.
- All windows thoroughly cleaned inside and out
- Garages and outhouses, yards, patios, and side-passages cleared and left clean.
- Bins should be bleach cleaned, dried and left empty
- All hedges and shrubs trimmed or pruned as appropriate: lawns cut: beds weeded and rubbish removed.
- Furniture should be left in the room for which it is listed in the Furniture Book.
- All items no longer required disposed of.

### **STORAGE OF FURNITURE.**

It is the present policy that any storing of furniture must be undertaken at the expense of the minister, and that any manse furniture stored, must be returned to the manse in good condition. This has to be done in consultation with the Manse Steward or Manse Committee.

### **BASIC ACCOMMODATION REQUIREMENTS.**

These have become more flexible in recent years to allow for families to use some personal furnishings. Along with the cost of removal, ministers will receive a further furnishing cheque to help to cover some of the incidental costs involved in settling in a new home. This amount is set by Conference and is distributed by the General Purposes Fund which pays removal costs.

In addition to this, the Home Mission Department may make available a set-up grant for ministers in special circumstances, where there is no other family home, or where a minister is moving from a manse fully furnished according to the older regulations to one where items such as bed/crockery/incidentals may be needed. This grant must be applied for in writing with needs itemised and costed.

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