



Manse Provision, Maintenance and Finance MANUAL OF LAWS CHAPTER 12

Frequency of maintenance

Re-decoration should be carried out on an on-going basis. As a guideline, one room per year should be decorated. Ideally, the entire house should be entirely re-decorated every eight years. Responsibility for this rests with the Circuit Executive..

Responsibilities

While the Church provides a house and the Circuit maintains it, the minister will turn it into a home, by means of furniture and decoration, keeping in mind that the decor should be in character with the main function of the premises, i.e., that of a manse. The function of Circuit officers is related to the condition of the decor, rather than the nature of same.

The maintenance of manse furniture in good condition is primarily the responsibility of the minister-this shall be taken into account when inspections and/or replacement is taking place.

The thorough cleaning and preparation of the manse for the arriving minister is primarily the responsibility of the departing minister - this shall be taken into consideration where costs are incurred due to unsatisfactory conditions being reported.

The Basic Accommodation Requirements set out in Appendix I list what is seen as an appropriate level of furnishing. It is likely, however, that there will have to be a period of transition, where furniture is bought or disposed of as appropriate.

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- 12.01 The Circuit Executive shall ensure that
- (a) suitable, comfortable and properly furnished residences with adequate sanitary facilities are provided for the ministers appointed to that Circuit.
 - (b) residences and furniture therein are kept in proper repair.
 - (c) all rates and taxes relating to ministers' residences are paid.
- It shall be the duty of the Superintendent of the Circuit to make an annual report to the District Synod in relation to their condition and repair.
- 12.02 The General Committee shall have powers and responsibilities of a Circuit Executive in regard to the residences of the General Secretary of the Home Mission Department, and any other ministers working under the direction of the Home Mission Department. The General Purposes Fund shall hold similar powers with regard to the residences of the Secretary of the Conference. Committees of Departments, Institutions and Missions shall likewise be responsible for the provision and upkeep of residences of ministers connected with the Departments, Institutions and Missions.
- 12.03 The December Circuit Executive shall appoint a manse inspection committee to assist the Manse Steward, which shall consist of a representative group drawn from the Circuit membership. The Circuit shall provide a Furniture Book for each manse on the Circuit in which shall be entered a full and proper inventory and description of the furniture and effects in the house, with the signature of a Circuit Manse Steward to the inventory.
- 12.04 The Circuit Executive shall allocate a reasonable sum of money each year for the purpose of maintaining the fabric and quality of decor of the manses. This amount shall be identified in a separate manse account and shall be included in the Circuit accounts. Expenditure on property or furniture during the year shall be recorded in the Circuit Schedule Book, Manse Furniture Book and Home Mission Department schedule. No application for Home Mission Department grants will be considered without a current schedule.

Appendix 2

- 12.05 When leaving a Circuit a minister shall obtain the signature of the Circuit Steward to the inventory and shall be held accountable for any want of good order and condition in which the furniture may be found prior to the minister's departure from the Circuit.
- 12.06 The Minister shall be responsible for
- (a) the care of all items provided by the Circuit as listed in the Furniture Book.
 - (b) the provision of general furnishings not provided by the Circuit (as required in the document "Manses - Basic Accommodation required" issued by the Home Mission Department and approved by Conference.)
 - (c) damage to furniture, and all breakage or loss, arising from neglect or fault by the resident minister. Such damage, breakage or loss shall be repaired and made good by him/her at the time of the occurrence.
- 12.07 The Conference annually, on the recommendation of the Home Mission Department, approve an amount for the provision of furnishing grants which shall be paid through the Comprehensive Assessment by the Circuits and disbursed by the General Purposes Fund.
- 12.08 All Circuit accounts, which shall include a statement of the total assets of the Circuit, shall be audited and a statement to this effect submitted to Spring Synod.

Standardisation of Manses

- 12.09 In situations where the manse accommodation is not of the required standard for the appointment of a minister, the Stationing Committee may leave the station vacant.

Cleaning Checklist

(for use by Manse families and Circuit Stewards when a change is taking place.)

Cleaning when leaving

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 find that in addition to a general thorough cleaning, the following has been done:

1. All woodwork in the house washed down - doors, frames and skirting, especially behind the cooker, fridge, wardrobes, etc.
2. Picture rails, window sills, plastic/glass lamp shades, etc. washed.
3. Kitchen cupboards washed out with bleach and left ready for use.
4. All top surfaces dusted and unit exterior surfaces washed down.
5. Fridge, freezer and ovens cleaned properly inside and out.
6. All other appliances washed down and left ready for use.
7. Bathrooms and toilets thoroughly cleaned.
8. All curtains dry- or steam-cleaned and re-hung.
9. All carpets cleaned as necessary, in consultation with the Circuit, who shall bear the cost.
10. The entire house dusted and vacuumed - all furniture moved cleaned behind and underneath.
11. All external surfaces, including tops, dusted and cleaned.
12. All interiors dusted, cleaned and left ready for use.
13. All windows thoroughly cleaned, inside and out.
14. Garages, outhouses, yards, patios and side-passages cleared and left clean.
15. Bins bleached/cleaned, dried and left empty.
16. All hedges and shrubs trimmed or pruned as appropriate.
17. Lawns cut, beds weeded and rubbish removed.
18. Furniture left in the room for which it is listed in Furniture Book
19. All items no longer required disposed of.

Appendix I

Basic Accommodation Requirements

Where there is no office available in the church, a separate entrance to the study/meeting room should be available. (Ideally this entrance should be external, or at least from the hallway at ground level). A burglar alarm should be fitted.

KITCHEN:

Electric/gas or solid fuel/oil cooker
Washing machine/tumble drier
Fridge/freezer or fridge and freezer
Dishwasher

Vacuum cleaner

Built-in cupboards and work tops

Floor covering & curtains

Three piece Suite (or equivalent,)

Floor covering & curtains

Table & chairs or small suite

Floor covering & curtains

Book shelves

Filing Cabinet

Desk with Drawers. Chairs

Broadband connection, if possible

Power sockets

Floor covering and curtains

Door mat

Floor covering and curtains

Floor covering

Coat rack

Floor covering and curtains

Built-in wardrobes

Central heating, including good water heating facilities, and one

portable heater (preferably not electric)

Double glazing on all windows and doors

All rooms: Light fittings, shades and adequate

sockets

Burglar alarm

Basic garden tools, including good lawnmower.

(Ministers who supply any of the items listed above, do so at their own expense - these items should then be removed when leaving the manse at a later date. Disposal of existing items should be done in consultation with Circuit Steward, with the proceeds of any sale allocated to the manse account.)

Vacant Manses

- 12.10 A vacant manse is defined as one where no minister in the active work is resident.
- 12.11 Where a vacant manse meets the required standards, no letting shall be considered until a decision is made regarding the requirement for ministerial accommodation. If it is established that the manse is not required in the long term, the necessary approvals for sale should be obtained.
- 12.12 The proceeds of the sale of manses shall normally be allocated to the Home Mission Fund on the understanding that, should a manse be required at a future date on a Circuit where a manse has been sold, it will be provided with the assistance of the Home Mission Department.
- 12.13 The letting of a manse requires the permission of the Property Board. The letting agreement must be drawn up by a solicitor acting on behalf of the Circuit, and must be approved by the Property Board. The rental proceeds shall be lodged in the Circuit manse account.
- 12.14 If a manse does not meet the required specifications, it must either be
(a) brought up to the required standards within a time specified by the District Home Mission Committee, in consultation with the Home Mission Department and Property Board, or
(b) replaced, for which the approval of the Home Mission Department and Property Board is required.
- Non-Stipendiary Ministers**
Local non-stipendiary Ministers normally reside in their own home. Office space should be provided for their use, if required, by the Circuit, ideally on church premises.
- Ministers Residing in their Own Property**
The discipline and practice of Itinerant Ministers living in the manse provided by the Circuit, Department or Institution is reaffirmed. However, ministers who are within two years of retirement from the active ministry may be permitted to live in their own residence, provided it is convenient and accessible to the members of the Circuit, Department or Institution to which the minister has been appointed. Permission must be obtained from the Department. Any minister who chooses to exercise this option will receive no allowances towards manse expenses. No extra travel allowance shall be paid.
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12.17 Ministers who are not within two years of retirement and choose not to live in the manse provided are in breach of the Discipline of the Church and the matter will be referred to the President and the President's Advisory Committee.

Manse Handover

12.18 In the year that a minister is due to move, the Circuit Executive shall arrange for the inspection of the condition and structure of the manse by a competent group, not to exceed five people, appointed by the District Synod.

12.19 The inspection shall be carried out against a Surveyors' checklist which will be supplied by the Home Mission Department and all items considered to be unsatisfactory shall be made good before the new minister moves into the appointment. An independent report shall be sent to the District Property Committee, who will bring the report to the notice of the Spring Synod. It shall be the responsibility of the Circuit Executive to implement the recommendations of the report.

12.20 In the event that unsatisfactory items are not made good at the appropriate time, the newly appointed minister, the District Superintendent, the officers of the Home Mission Department and Circuit Officials will prepare a report for the Autumn Synod and shall address the implementation of the recommendations of the report. A report confirming that unsatisfactory items have been made good, and confirming the satisfactory condition of the property on hand-over shall be presented to the following Spring Synod.

12.21 When the draft of Stations is circulated at the beginning of March, each minister expecting to move, and Superintendents and the Manse Stewards expecting a change on their Circuit, will be given an outline of their obligations in relation to manse property by the General Secretary of the Home Mission Department.

12.22 Prior to the date when the new minister is due to take up residence in the manse, the manse property must be thoroughly cleaned in line with the guidelines supplied by the Home Mission Department. If the condition of the manse is considered to be unsatisfactory, the Circuit Steward, with the approval of the Circuit Superintendent, (or the District Superintendent is the person occupying the manse) shall make arrangements for the necessary work to be undertaken. If alternative accommodation is required during the period when the manse is being prepared for the new minister, it shall be provided at the expense of the Circuit. In the event that the resident minister is the District Superintendent, or a minister on a separated appointment, or the President, the matter shall be referred to the General Committee.

Funding/Grants

12.23 Where a manse is being let, the excess of income over expenditure necessary to maintain the premises shall be remitted to the Home Mission Department. Details of expenditure on such maintenance must be recorded in the Circuit accounts.

12.24 Furniture grants may be paid by the Department to Itinerant ministers who are unable, from their own resources to provide personal furnishings for a manse. This is in addition to the grant paid to ministers who have moved to a new station

12.25 Applications from Circuits for assistance with the funding of repairs and/or refurbishment shall be submitted on the appropriate application form, with current Circuit accounts and a copy of the previous year's audited accounts appended. Expenditure on repairs and /or re-decorating each year must be entered into the Circuit accounts, the Circuit Schedule book and the Furniture Book.

Storage of Furniture

12.26 The storage of manse furniture must be undertaken at the expense of the minister, in consultation with the Circuit Superintendent or Manse Committee. Manse furniture stored must be returned to the manse in good condition.