



**THE UNITING CHURCH IN AUSTRALIA
SYNOD OF VICTORIA AND TASMANIA**

Manse Information Handbook

August 2024

UCA Manse Information Handbook

Introduction and purpose

This document is intended to provide guidelines and helpful information relevant to the provision of housing for ministry agents.

These guidelines should be considered as being able to be adapted to the needs of the placement and for the ministry agent. Housing needs of ministry agents and their households have changed in recent decades and can vary significantly.

Not all congregations seeking a minister own a manse and some may need to rent a suitable property.

This handbook provides information and guidance upon:

- a) **Section 1** - Assessing the suitability of a property (owned or rented) for use as manse, and information upon the obligations of ministry agents and Congregations in relation to provision and use of a manse
- b) **Section 2** – Use of an existing Manse – things to consider and do
- c) **Section 3** – Use of a leased or rented property as a manse - Information upon factors relevant to the rental of a manse and guidance as to the steps involved in leasing a property for use as a manse
- d) **Section 4** - The framework for payment of a Manse Allowance
- e) **Section 5** - Responsibilities of a congregation in regularly assessing the condition of a manse.

The provision of housing is a requirement of placement.

A congregation/placement is required to make available housing for each ministry agent in placement.

If a ministry agent is undertaking multiple part-time placements, the presbytery should assist negotiations between those placements and the ministry agent regarding the appropriate provision of housing.

This may be from:

- i) the pool of existing church owned manses, whether the manse is that of the congregation's or that of another congregation's in reasonable proximity; or
- ii) by renting (leasing) non-UCA-owned accommodation for use as a manse.

However, if a ministry agent chooses to live in their own property:

- a) the congregation needs to offer a manse allowance to the Ministry agent; and further
- b) If the Ministry agent is in a part-time placement the congregation may pay a pro-rata manse allowance of no less than 2/3 of the contribution normally given to a full-time placement.

Table of Contents

1	WHAT SHOULD A MANSE PROVIDE?	5
1.1	APPLICATION OF THESE GUIDELINES	5
1.2	AN EXISTING MANSE OR A LEASED MANSE?	6
1.3	BEFORE YOU START	6
1.4	MANSE - PHYSICAL CONSIDERATIONS	7
1.4.1	<i>Existing Church facilities and availability.....</i>	7
1.4.2	<i>Impact of dual functionality upon the manse household.....</i>	7
1.4.3	<i>The Manse Household</i>	7
1.4.4	<i>Location.....</i>	7
1.4.5	<i>Services</i>	8
1.4.6	<i>Site.....</i>	8
1.4.7	<i>Aspect.....</i>	8
1.4.8	<i>Materials</i>	8
1.4.9	<i>Universal Access</i>	8
1.5	MANSE BASIC EQUIPMENT REQUIREMENTS	9
1.5.1	<i>Main Entry.....</i>	9
1.5.2	<i>Study</i>	9
1.5.3	<i>Additional Toilet Facility for the Study.....</i>	10
1.5.4	<i>Lounge Room/Dining Room.....</i>	10
1.5.5	<i>Dining Room.....</i>	10
1.5.6	<i>Family Room</i>	10
1.5.7	<i>Kitchen.....</i>	10
1.5.8	<i>Main Bedroom.....</i>	11
1.5.9	<i>Second & further Bedrooms</i>	11
1.5.10	<i>Main Bathroom and Toilet.....</i>	12
1.5.11	<i>Laundry Facilities</i>	12
1.5.12	<i>Storage Facilities</i>	12
1.5.13	<i>Car Accommodation</i>	12
1.5.14	<i>Storage Shed</i>	12
1.5.15	<i>Outdoor Living</i>	12
1.5.16	<i>Water Service</i>	13
1.6	MANSE BASIC EQUIPMENT REQUIREMENTS	13
1.6.1	<i>Energy Considerations at upgrade or replacement time.....</i>	13
1.6.2	<i>Hot Water System.....</i>	13
1.6.3	<i>Stove.....</i>	13
1.6.4	<i>Clothes Drying.....</i>	14
1.6.5	<i>Television Antenna.....</i>	14
1.6.6	<i>Heating and Cooling</i>	14
1.6.7	<i>Ventilation.....</i>	14
1.6.8	<i>Insulation.....</i>	14
1.6.9	<i>Waste Disposal</i>	14
1.6.10	<i>Fire Prevention</i>	14
1.6.11	<i>Security.....</i>	15
1.7	CONGREGATIONAL INSPECTION AND MAINTENANCE RESPONSIBILITIES	15
1.7.1	<i>Safety Checks – Electrical, Gas and Smoke Detectors.....</i>	15
1.7.2	<i>Fire Extinguishers</i>	15
1.7.3	<i>Gutter clearing and any maintenance works at height.....</i>	15
1.8	MANSE BASIC FURNISHINGS	16
1.8.1	<i>Floor Coverings</i>	16
1.8.2	<i>Window Coverings</i>	16
1.8.3	<i>Light fittings & Power Outlets.....</i>	16
1.8.4	<i>Insect Screens.....</i>	16
1.9	BROADER MANSE CONSIDERATIONS	16

1.9.1	<i>Paintwork</i>	17
1.9.2	<i>Paving</i>	17
1.9.3	<i>Termites</i>	17
1.9.4	<i>Vermin Proofing</i>	17
1.9.5	<i>Insect Pests</i>	17
1.9.6	<i>Drainage and Dampness</i>	17
1.9.7	<i>Garden and Grounds</i>	18
1.9.8	<i>Process to make changes to, acquire or build a manse</i>	18
2	USE OF AN EXISTING MANSE FOR A MINISTRY AGENT	19
2.1	MANSE CONDITION ASSESSMENT BEFORE OFFERING	19
2.2	CLARITY IN EXPECTATIONS AND RETURN CONDITION IS IMPORTANT	19
3	RENTAL OF PROPERTIES FOR MINISTRY AGENTS	20
3.1	IMPORTANT RENTAL CONSIDERATIONS WHEN DECIDING TO RENT A PROPERTY FOR A MINISTRY AGENT.....	20
3.2	WHAT MIGHT BE IN A MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN A MINISTRY AGENT AND CONGREGATION?	22
3.3	HOW TO PROCEED WITH A MANSE RENTAL.....	22
3.4	ISSUES THAT CAN ARISE IN LEASING OUT A HOUSE AS A MANSE	23
3.4.1	<i>Signing and paying for the lease</i>	23
3.5	INSPECTION OF THE PROPERTY AT THE BEGINNING OF THE LEASE.....	24
3.6	DEALING WITH THE REAL ESTATE AGENTS ONCE THE MINISTRY AGENT IS LIVING IN THE PROPERTY	24
3.7	ENDING THE LEASE	24
3.8	RETURN OF THE BOND	25
3.9	IF A MOVE TO NEW RENTAL ACCOMMODATION IS REQUIRED DURING THE TERM OF PLACEMENT.=.....	25
4	MANSE ALLOWANCE INFORMATION	26
4.1	WHAT IS THE PURPOSE OF THE MANSE ALLOWANCE	26
4.2	WHEN IS IT APPROPRIATE TO PROVIDE A MANSE ALLOWANCE?	26
4.3	HOW IS THE MANSE ALLOWANCE NEGOTIATED?	26
4.4	MANSE ALLOWANCE IN PART TIME PLACEMENTS	27
4.5	QUANTUM OF MANSE ALLOWANCE.....	27
4.6	CLERGY COUPLES.....	27
4.7	MANSE ALLOWANCE SUMMARY	27
5	REGULAR MAINTENANCE AND INSPECTIONS	29
5.1	INSPECTION PRIOR TO OCCUPATION BY A MINISTRY AGENT	29
5.2	ANNUAL CONGREGATION INSPECTIONS.....	29
5.3	CARE OF THE MANSE PROVIDED	29
6	GLOSSARY	30

1 What should a manse provide?

This section is intended to give information to be considered that is, just its name implies – a guideline to assessing the suitability of a property for use as a manse. “Suitability” will mean different things to different congregations due to a wide variation in:

- Working and meeting spaces available at the congregation’s church buildings
- Available dwellings not providing for separate entrances or toilet facilities dedicated to an office or meeting area that may have previously been assumed to be provided in a manse rather than in a church complex, yet with these dwellings being perfectly well suited to modern day usages in most other respects
- Particular ministry agent needs, preferences and placement arrangements.

1.1 APPLICATION OF THESE GUIDELINES

These guidelines may be used in assessing the design, layout and equipping of the manse building in order to provide the basic and minimum requirements necessary for an acceptable standard of accommodation.

They may be used in differing situations covering the suitability of:

- a) an existing UCA owned manse
- b) a proposed acquisition
- c) a new manse build, or
- d) the leasing of a manse.

A “one size fits all” mandatory framework is not appropriate as manse household size and style of working will vary.

It is imperative that housing is included in discussions between a JNC and ministry agent.

1.2 AN EXISTING MANSE OR A LEASED MANSE?

If an existing manse is not suitable for the ministry agent, then the placement may consider leasing an appropriate manse and subsidising the cost by leasing out their existing manse at commercial rates.

Important Note: *Leasing out an existing manse in this manner to the open rental market will result in a loss of church related exemption from full council rates and in most cases will also result in the manse being subject to Land Tax.*

The location of the placement may have an impact upon manse availability, as the type and size of houses available in the inner city is quite different from those in suburbia or regional and rural areas.

Similarly housing in the rental market will vary widely, in price, quality and supply/demand terms.

Notes as to these guidelines:

- a) the standards listed are not intended to be absolute or restrictive.
- b) where dimensions are expressed as a “minimum”, they are subject to discretionary variations, particularly those involving purchase of existing dwellings.
- c) it is expected that in considering a particular dwelling, a very large percentage of the specified basic requirements and dimensions should be met.

The standards themselves are intended to be updated periodically.

1.3 BEFORE YOU START

Congregations seeking a placement and evaluating their manse availability, need or condition must consult with presbytery and the Synod Mission Resourcing Unit (MRU) prior to embarking upon even preliminary stages of design, or when planning to purchase or alter a manse.

1.4 MANSE - PHYSICAL CONSIDERATIONS

1.4.1 Existing Church facilities and availability

If there is no office space provided for the administrative and pastoral needs of the ministry agent at the church site, then the manse will need to cater for things that differ from a normal house and must be capable of performing the dual functions:

- i) of accommodating for the normal needs of the ministry agent's household;
and
- ii) providing for the administrative and pastoral needs of the ministry agent.

1.4.2 Impact of dual functionality upon the manse household

In providing this dual function, care must be taken to protect the privacy of both the ministry agent's household and that of visitors to the ministry agent.

This can be done by providing a study in the manse with either:

- i) its own clearly marked direct external entry or,
- ii) access through the main entry in a way that is separated from the rest of the house – thus protecting the privacy of the ministry agent's household

Ideally the entry from the street needs to be visually distinct from the entrance used by the residents, although it is recognised that this may not always be possible when acquiring a property to be used as a manse.

1.4.3 The Manse Household

Manse households will vary in size and composition. It is important that the home be sufficient in size and be adaptable to the varying needs of successive occupants, including the potential need to accommodate larger households and provide hospitality for visitors.

1.4.4 Location

A manse should be situated in a location convenient to the Church complex. If it is adjacent, there is the risk the ministry agent and their household members may face expectations about being custodians or caretakers of the property or face regular appeals for assistance. Sensitive arrangement needs to be made to protect the privacy and freedom of the manse household in such a situation.

A site away from the Church complex should be within easy walking distance of the Church and where possible, convenient to shops, schools, public transport, and other services.

1.4.5 Services

The manse should be capable of simple connection to all essential services, water supply, power, and sewerage, or where these are not available, economical alternatives should be made available.

Access to a hi-speed internet connection should also be available.

1.4.6 Site

For new constructions, in planning the site, the positioning of the house, the shape of the garden and surrounds all need to be designed and taken as an interacting whole.

Site analysis needs to consider the direction of the sun, the prevailing winds and the view. Privacy need to be considered as well as any overshadowing from adjoining buildings or trees.

The siting of the building needs to consider passive solar efficiency. This will provide better quality of life and long-term economics for manse families. (Further information on passive solar principles can be obtained from the MRU Property Services team).

The site needs to be well drained and checked with the local authorities for any known issues such as unstable foundations, susceptibility to flooding, contamination, etc.

1.4.7 Aspect

To ensure maximum comfort, manses should be planned (or chosen) with major rooms orientated to the north to take advantage of winter sun and to preclude excessive summer sun penetration.

1.4.8 Materials

Construction materials should be chosen as far as possible to ensure thermal efficiency.

Thought needs to be given to how finishing costs can be reduced and maintenance minimised in the long term.

1.4.9 Universal Access

Pathways, entrances and doorways need to provide for the possibility of wheelchair and pram/stroller access. Internally, appropriately positioned handrails, especially in bathrooms and entrances may be required, for the benefit of both members of the manse household and visitors.

It is wise to consider universal standards at the planning stage. Many standard fitments, such as doors, already meet such standards and hence do not increase costs.

Providing all-weather access between the car and the house needs consideration.

1.5 MANSE BASIC EQUIPMENT REQUIREMENTS

The following are considered the desirable minimum basic requirements for manses. This applies whether the homes are to be designed and constructed or purchased and adapted.

1.5.1 Main Entry

Wherever possible, this area should be weatherproofed.

Entrances need to minimise steps and provide appropriate handrails for universal access, including wheelchair access. Letterbox and street numbers need to be clearly visible.

1.5.2 Study

This applies if the manse is also the ministry agent's workplace, i.e. no separate off-site office is provided at the place of worship or in another congregation facility.

Preferably not less than 14 sq. m fitted with bookshelves of not less than 20 lin. metres in length, preferably adjustable in height.

The study needs to:

- Ideally, have a separate entrance or otherwise be immediately accessible from the main manse entry.
- provide acoustic and visual privacy for the household and visitors.
- be furnished such that desk or bench space is large enough for a computer.
- have sufficient space for a filing cabinet.
- provide for instant warmth.
- benefit from natural lighting
- provide sufficient power outlets

As a workplace, the study and its furniture may need to be assessed for ergonomic suitability as part of its establishment

The study may be used for small meetings, so additional chair space needs to be available.

1.5.3 Additional Toilet Facility for the Study

This applies if the manse is also the ministry agent's workplace, i.e. no separate off-site office is provided at the place of worship or in another congregation facility.

W.C. & small basin in separate compartment – i.e. a powder room in nature.

Ideally one toilet should be readily accessible from the main manse entry and/or study for visitors without invading the privacy of the manse household.

1.5.4 Lounge Room/Dining Room

Preferably not less than 20 sq. m measured clear of space for dining.

Conveniently located relative to front entry, dining and kitchen areas. Access to an outdoor living area is favoured.

This area should be considered in the light of it providing adequate space for large households. It may if the need arises, serve as an occasional meeting area as may be relevant in the specific congregational circumstances.

1.5.5 Dining Room

An area not less than 10 sq. m.

This is optional and maybe an extension of the Lounge Room. Direct access should be provided to the kitchen.

Planning should ensure that the required number of people can be seated, with adequate room for movement behind the diners. Realistic storage space will also be needed.

1.5.6 Family Room

Not less than 15 sq. m.

With access to the garden or private outdoor area and direct access to kitchen. Aspect to north preferred to get maximum winter sun. It may benefit from access to a southerly shade area in hot summer. This may offer cross ventilation if it occupies the whole width of the house.

1.5.7 Kitchen

Preferably not less than 10 sq. m.

Ample built-in bench cupboards and splashbacks with stainless steel sink (preferably double bowl). Sufficient overhead cupboards and preferably a pantry type food storage cupboard. Sufficient space to accept a refrigerator, dishwasher

and microwave. Stove to be provided. (ref.3.3) Hygienic provision for the handling of recycling and disposal of garbage.

The room should not be an extension of living and dining areas; but may open to family room. It should not face west, unless effectively screened. It should be well ventilated.

An exhaust fan, with effective fly proofing should be provided, preferably above the stove area.

Good lighting is essential over benches and stoves. LED fittings are recommended.

Plenty of power points, at least two double outlets for each run of bench.

It is recommended that taps be of the ceramic disc type, either lever operated mixers or quarter turn taps.

Ready access should be provided to laundry area and to alternative entry. It is advised that kitchen colour patterns be neutral, with re-paintable surfaces.

1.5.8 Main Bedroom

Preferably not less than 14 sq. m inclusive of built-in robes. Built-in robes to be provided not less than 2m. long x 600 mm. deep.

The bedroom to be capable of accommodating one king/queen size or two single beds and a dressing table.

Conveniently located relative to bathroom and toilet facilities, or adjoining bathroom (ensuite).

1.5.9 Second & further Bedrooms

Second bedroom preferably not less than 14 sq. m.

Other bedrooms preferably not less than 11 sq. m.

Areas stated inclusive of built-in robes or area for same.

Each room needs to be capable of accommodating a queen bed or two single beds, with facilities for clothes storage (preferably BIR's) and room for a desk.

Conveniently located to bathroom and toilet facilities.

Remember that these may also be guest rooms.

1.5.10 Main Bathroom and Toilet

Separate compartments for bathroom and toilet.

Bathroom to take a full-sized bath, shower, basin, (preferably vanity type) storage cabinet, mirror and power outlets and towel rails.

Toilets should have windows or louvres to give a free flow of air.

Floors to be covered with impervious material (preferably ceramic tiles).

Exhaust fans to external air are needed in toilet and bathroom and some form of heating should be provided in the bathroom.

1.5.11 Laundry Facilities

Sufficient size to take washing machine and dryer, single trough, and if possible, ironing space and storage cupboard.

1.5.12 Storage Facilities

Provide for coats, linen cupboard, brooms and storage for bulkier items.

1.5.13 Car Accommodation

Provide garage/carport with covered space to take at least one car and preferably two.

It is desirable that covered or internal access is provided between house and garage. A single garage and single carport have proven satisfactory in many situations.

Provide workbench and power outlet in an enclosed area. Security doors (roller or tilt doors) are recommended for the car parking area.

1.5.14 Storage Shed

If the manse has a garden area, in the absence of a secure and lockable garage, provide a weatherproof and lockable shed to allow for storage of a lawn mower, garden tools, etc.

1.5.15 Outdoor Living

Where possible, outdoor living areas should be planned as an integral part of the design with ready access from indoors. The effectiveness of the outdoor areas can be extended by providing roofed areas and privacy screens. Areas should be sited in sheltered locations favourably oriented to summer shade and winter sun.

This can be achieved by the discreet use of trees and shrubs, making use of trees to allow for winter sun.

Adequate fencing to protect children and pets is necessary, and fence heights and construction must be compliant with current regulations and requirements.

Weatherproof external power outlets are useful.

1.5.16 Water Service

Water service should provide taps for hose in front garden, rear of house, as necessary in the garage/carport and rear garden where required.

A tank taking water from the roof is useful.

1.6 MANSE BASIC EQUIPMENT REQUIREMENTS

The following items of equipment outline the minimum requirements for manses.

Equipment shall be maintained in good operating condition.

Over time, as appliances fail, placements with existing manses should consider replacing heating with reverse cycle split systems, heat pump hot water systems etc.

1.6.1 Energy Considerations at upgrade or replacement time

Solar panels are highly recommended for both new and existing manses. If these are being considered, the capacity of the roof structure to take the weight of the installed panels must be confirmed.

When equipment in an owned manse needs to be replaced it should be replaced with electric appliances (eg. induction cooktops), solar boosted hot water, heat pump and reverse cycle heating and cooling systems (e.g. split systems).

Any gas system that is used for heating requiring replacement at end of life (ducted heating or space heater or wall furnace) must not be replaced with a gas appliance.

1.6.2 Hot Water System

A solar boosted electric system should be the first consideration. Systems to be connected to kitchen, bathroom and laundry (including washing machine).

The system needs to be of sufficient size for the residence.

1.6.3 Stove

Preference should be given to having an induction hot plate and electric oven.

1.6.4 Clothes Drying

Rotary clothes hoist or foldaway drying lines built into external area suitable for clothes drying.

If a dryer is to be used in the Laundry, adequate external ventilation must be available or an extractor fan to an external point should be present.

Consideration should be given to heat pump based electric dryers rather than convection dryers.

1.6.5 Television Antenna

Antenna installation sufficient to provide good quality reception, with outlets in appropriate locations.

1.6.6 Heating and Cooling

Preference should be given to the installation of split systems, enabling both heating and cooling. A ducted system should be considered if appropriate for the house and finance permits.

1.6.7 Ventilation

Exhaust fans are needed for kitchen (over the range), and bathrooms.

All fans must have external outlets. Never discharge into roof space.

1.6.8 Insulation

For new builds, wall, ceiling and floor insulation must be installed in line with current Building Regulations and requirements.

For existing manses, adequacy of ceiling insulation should be evaluated and improved as necessary.

Pelmets over the curtains are recommended to stop convection currents and loss of heat in winter.

1.6.9 Waste Disposal

Provide adequate space for rubbish and recycling bins.

1.6.10 Fire Prevention

Building regulations require mains connected smoke detectors.

A fire extinguisher and fire blanket should be provided in the kitchen.

1.6.11 Security

Manse households have special security needs, especially when the manse adjoins the church buildings. Sometimes the ministry agent's household is at risk when the manse is isolated from other residential properties.

Steel security doors with one way mesh and dead locks are recommended on all entrances.

Security lighting, and installation of motion sensor lights is recommended at all entrances.

Depending on the location, a security system may need to be considered.

1.7 CONGREGATIONAL INSPECTION AND MAINTENANCE RESPONSIBILITIES

1.7.1 Safety Checks – Electrical, Gas and Smoke Detectors

While manses are not specifically covered in the Residential Tenancies Act legislation, the congregation should ensure that regular safety checks on both electrical and gas safety (if any gas appliances are installed) are undertaken as required under this legislation.

These checks should also include periodic replacement of batteries in smoke detectors and confirmation that the mains supply is still operational to smoke detectors.

Smoke detectors must be replaced every 10 years or upon their expiry if earlier

1.7.2 Fire Extinguishers

Fire Extinguishers should be checked for charge at least annually and replaced after their expiry date or upon their charge dissipating.

1.7.3 Gutter clearing and any maintenance works at height

Occupational health and safety requires that any work conducted at a height above 2m needs to be done from a flat working platform. Therefore, any maintenance of a manse property should be coordinated by the congregation and undertaken by an appropriately qualified contractor.

Work at heights must not be delegated to the ministry agent and/or their household.

Regular reviews of equipment in the manse should be undertaken to ensure satisfactory performance – kitchen equipment, hot water service, air-conditioning, heating etc.

External manse conditions and material finishes should be inspected at least annually to identify the need for repair and maintenance.

1.8 MANSE BASIC FURNISHINGS

In all manses the following basic furnishings shall be provided.

1.8.1 Floor Coverings

All floor surfaces are to be provided with appropriate floor coverings. Timber floors not otherwise covered shall be fine sanded, sealed and polished.

All floor coverings are to be provided in neutral toning to harmonise with varying personal furniture and furnishings.

Floor coverings should be selected for durability and ease of maintenance.

1.8.2 Window Coverings

Good quality curtains shall be provided to windows and external glazed areas throughout. Curtains shall be lined for temperature control and to protect the materials in exposed locations.

1.8.3 Light fittings & Power Outlets

Adequate lighting shall be provided throughout with ample double power outlets. External lighting is required for security.

Electrical Switchboard should provide residual current and overload protection on **all circuits** - light, power air-conditioning, stove and hot water.

Surge protection should also be installed if switchboard upgrades are being carried out.

1.8.4 Insect Screens

Insect screens should be provided throughout to windows and doors.

1.9 BROADER MANSE CONSIDERATIONS

The following general items should be considered and evaluated as appropriate and necessary depending on the individual situation – which may relate to the evaluation and operation of an existing manse or to leasing, buying or extension of an existing facility.

1.9.1 Paintwork

Paintwork should be kept in good condition. Painted surfaces should not be allowed to deteriorate to the stage where major remedial work is necessary to restore the finish. Regular inspections should be undertaken to ensure this.

1.9.2 Paving

Concrete (or similar hard surface) paving, with a non-slip surface should be provided (and maintained) at least in the following locations: to front door, carport/garage, car tracks and paths to the clothesline as appropriate.

Minimise steps wherever possible to facilitate easy access.

1.9.3 Termites

Termites are a potential problem in all areas and are particularly encouraged by damp conditions. When building or extending, make all necessary provisions.

Residences should be inspected for termite infestation prior to purchase and a certificate obtained from a pest exterminator signifying that the premises are clear of activity, or alternatively indicating what eradication measures are necessary. Eradication should be completed before contracts of sale are finalised.

In termite prone areas (or when there has been prior infestation identified) regular checks should be considered by the congregation providing the manse.

1.9.4 Vermin Proofing

New and existing residences should be constructed or modified to ensure that roof spaces are effectively sealed against the entry of birds, possums or rats.

1.9.5 Insect Pests

Manses, if and when necessary, should be treated by a professional pest control service to ensure long term protection against ants, cockroaches and other pests.

1.9.6 Drainage and Dampness

Water can be highly damaging to building structures and foundations. Surfaces near walls must be graded away from the building and never allowed to form a dam in which water may be trapped for extended periods against the wall.

Where possible, impervious paving should be carried around the perimeter for a width of 1 metre, and fall away from the walls with the joint at the wall sealed. On occasion a system of agricultural drains may be required to capture subsurface water movement. On these occasions expert advice will be needed.

Garden beds must **never** be built up against house walls, as watering of the garden can lead to movement in the ground near and under the house foundations and hence cracking in the walls may occur in dry periods. Garden beds should **never** be built up above dampcourses.

Manse property committees need to be alert to these issues on a continuous basis **for all church buildings** - not just manses.

1.9.7 Garden and Grounds

Gardens need to be designed with low maintenance in mind.

Appropriate fencing needs to be installed, both for privacy and security.

Preferably, the front garden needs to be fenced off from the driveway.

1.9.8 Process to make changes to, acquire or build a manse

Any application to build, buy, extend or renovate a manse needs to be considered and approved by the councils of the Church.

This includes the Church Council, presbytery, and the Synod.

Support for these considerations is available from Property Services within the MRU, and their guidance, and that of presbytery must be sought in considering these activities.

There is a formal governance process required through which approval is given to construction or purchase, based upon works that are reviewed for suitability, completeness and costing, and the availability of proven sources of finance for the works contemplated.

Early contact with both the presbytery and MRU is essential.

2 Use of an existing Manse for a ministry agent

Legally speaking we are not required to provide the ministry agent with a Residential Tenancies Act lease.

2.1 MANSE CONDITION ASSESSMENT BEFORE OFFERING

- The proposed manse to be provided should be inspected by the presbytery and congregation to assess its condition and suitability for provision to the ministry agent .

It is not acceptable to provide a manse to a ministry agent that we would not be willing or able to provide to the external rental market.

An assessment of the property against the requirements of the Residential Tenancies Act must be undertaken prior to occupation.

We must adhere to the practices required under the Residential Tenancies Act in respect of safety checks and heating and cooling equipment performance, and essential service repairs (especially hot water services, heating and appliances).

2.2 CLARITY IN EXPECTATIONS AND RETURN CONDITION IS IMPORTANT

It must be clear between the ministry agent and the congregation that:

- there are expectations around the manse being kept clean and in good condition
- repair needs must be promptly notified
- the property is to be left in good condition upon vacation
- all rubbish and personal belongings must be removed at the end of occupation at the cost of the ministry agent
- it is agreed who is to bear any costs necessary to return the manse to an acceptable condition beyond fair wear and tear upon vacation by the ministry agent should such action be required.

A condition report should be recorded at the commencement of the manse being provided, as it is with an externally rented property so there is no confusion about the commencing condition at the end of the placement or at the end of occupation of the manse.

3 Rental of properties for ministry agents

Sometimes a manse that the congregation has available for the ministry agent is not suitable – e.g. a large family home with an extended and high maintenance garden may not be appropriate for an individual or couple without children/dependants. In other situations, a congregation may not have a manse available at all and there may not be manses available elsewhere in reasonable proximity in which it is possible to house the ministry agent.

In such cases, the congregation may wish to offer an option to rent an appropriate property for the Minister.

This decision may involve or require the renting out to the open market of a manse that is not suitable for the ministry agent through a real estate agent.

Important Note: Leasing out an existing manse in this manner to the open rental market will result in a loss of church related exemption from full council rates and in most cases will also result in the manse being subject to Land Tax.

When a property is leased by the congregation for this purpose the congregation must then pay the full rental payments for the lease of a house for the ministry agent. These payments should be made directly to the real estate agent or the Lessor/Rental Provider, and not to the ministry agent.

Congregational representatives **cannot sign** a lease for any property transactions, including rental or lease agreements.

All leases must be signed by the Synod Property Trust Secretary on behalf of the Synod Property Trust, after approval by the presbytery and by Synod (usually at a PART meeting).

This is also the case for the lodgement and return of the bond. presbytery and Synod approvals are also required if the congregation subsequently wishes to lease out an existing manse.

3.1 IMPORTANT RENTAL CONSIDERATIONS WHEN DECIDING TO RENT A PROPERTY FOR A MINISTRY AGENT

Typically, placements are for a term of up to 10 years.

The following factors should be considered carefully when deciding whether to lease a manse or otherwise, and should be discussed between the ministry agent, congregation and presbytery.

Relevant agreements upon how some events would be handled are best recorded in a Memorandum of Understanding between the ministry agent and the congregation, developed with the assistance of presbytery.

- a) The Australian rental market is conditioned to leases of usually around 12 months in duration. This is because landlords wish to preserve their flexibility, and also to provide for the ability in a rising property market to replace an existing tenant with a higher rent paying one.
- b) Legislation has limited to a degree the capacity of a landlord to require vacant possession of a property in order to simply raise the rent, but significant rent increases may still occur during the placement period – limited to once per year however.
- c) The certainty of being able to provide a residence for a ministry agent for the term of a placement cannot be guaranteed unless a lease is for the entire period.
- d) If a placement needs to be ended early for any reason, a long-term lease may represent a liability for the congregation.
- e) Unless there is a fixed term lease for the entire placement period, there is always a risk that during the term of the placement:
 - i. after the initial term expires the landlord takes possession of the property for their own use or for renovations;
 - ii. the landlord can take a property back (with 60 days' notice) once a lease has ended if they intend to sell the property;
 - iii. the landlord can sell the property which then allows for a purchaser to require vacant possession (with 60 days' notice) after the end of the fixed term of a lease.
- f) Stories abound of irresponsible landlords who do not maintain their properties in the manner required. Once again, legislation is tightening in this respect, requiring periodic safety checks of electrical and gas appliances, smoke detectors, and likely (pending legislation) increased requirements around insulation and heating/cooling systems, and replacement of essential appliances with more energy efficient units.
- g) Many landlords still remain very slow to respond to requests which involve the expenditure of any significant amount of money.
- h) Market dynamics are a challenging factor that make it difficult to easily relocate into suitable leased property. At the present time there are extreme and historically low levels of supply and high demand for rental properties. This means, for example, that if a ministry agent were to lose tenancy in a property, there is no guarantee that the placement would be able to secure another one within reasonable proximity, or at the same or even a much-increased level of rental.
- i) The financial impact of progressive annual rental increases represents a risk to the congregation in their funding of the arrangement, while the potential for regular relocations during a placement would naturally be a concern to most ministry agents. There is also a significant dollar cost and moving leave as well as disruption associated with regular housing movement.

Putting all of these considerations aside, on a purely economic basis, it is financially more attractive to a congregation on balance, to lease a manse rather than own one, given the long-term costs of ownership related to real property.

This should not be the driving factor behind a requirement or decision to lease a manse or otherwise.

3.2 WHAT MIGHT BE IN A MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN A MINISTRY AGENT AND CONGREGATION?

In the UCA context, it is important that agreement upon practical matters that might arise during a rental period are documented with the ministry agent, which might include:

- who pays for any move within the term of a placement?
- are there restrictions upon the funding by congregation of multiple moves?
- what moving leave might be offered for moves within the term of a placement?
- What happens if a rental tenancy is terminated due to a ministry agent's treatment of the rental property?
- the obligations of the ministry agent to move all of their personal belongings and any rubbish from the property upon vacation.
- whether the travel allowance needs to be reviewed in any move
- how agreement for a new rental is to be navigated
- any other specific arrangements that have been agreed.

3.3 HOW TO PROCEED WITH A MANSE RENTAL

If you have decided to lease a private rental for your ministry agent, the steps to take are:

- (a) Consult with the presbytery about what is intended and seek advice about the process to be followed and the documentation required. Note that all required forms are available on the Synod web site at <https://victas.uca.org.au/resources/property-legal/property/>. At a minimum, a Form 3ER will be required for each lease (in or out).

Given present rental market conditions, it may well be useful to discuss the need to rent a manse in advance with presbytery and MRU/Property Services and maybe to obtain an advance decision from Property Applications Review Team (PART) within financial parameters so that a rapid agreement to proposed terms can be provided to rental agents to assist in securing a rental property in a competitive market.

- (b) The ministry agent (usually) inspects and selects the property to be leased and liaises with the real estate agent who should request that the application details are sent by email to the Church Council Secretary or property person at the congregation.

- (c) Discussion should occur with the Church Council re choices available, preferences and the anticipated costs. The ministry agent cannot be completely free to choose whatever they like, regardless of cost.
- (d) Any application to be lodged will need to be emailed to the presbytery Secretary, who will ensure that the application is referred to the presbytery committee that deals with Property matters, and subsequently forward the presbytery approved application to lease to Synod Property Services.
- (e) The presbytery should liaise with Property Services to provide advance warning of any urgent application to rent, and via Property Services the Trust Secretary will be made aware of the need for signature of required documents once all approvals are in place.
- (f) Lodging a bond with the Residential Tenancies Bond Authority (RTBA) is all done online.

Once the Real Estate agent has lodged the bond with the RTBA you will receive an email with a link to review and confirm bond lodgement. This will be in the name of the Uniting Church. This email needs to be sent through to the Synod Property Trust Secretary for completion.

The Property Trust Secretary signs off on Bond Lodgements. These *are not* to be signed by a ministry agent or presbytery or a congregation person.

- (g) Once the above is all completed, the lease should be confirmed via email from the Real Estate agent and the RTBA.

Depending on the ministry agent, you may want to ensure that all emails that relate to the tenancy – for example rental inspections – are sent to the ministry agent, rather than the Church Council secretary or property person at the congregation.

3.4 ISSUES THAT CAN ARISE IN LEASING OUT A HOUSE AS A MANSE

3.4.1 Signing and paying for the lease:

It takes a while for the Property Trust Secretary to sign the lease and the congregation to authorise the payment for the bond and first month's lease. It is best to explain the situation to the real estate agents at the beginning of the process, possibly with someone from the Church Council, so they are aware of the constraints that come with not being able to sign a lease as an individual.

The easiest way to do this is to only work with one real estate agent, but that limits the numbers of properties you can look at.

It may be possible to obtain a pre-approval within parameters from the relevant councils of the Church (i.e. Church Council, Presbytery and Synod) in order to

be able to confirm acceptance of a rental property in competitive circumstances. This is also referenced in Section 3.2(a).

3.5 INSPECTION OF THE PROPERTY AT THE BEGINNING OF THE LEASE:

There needs to be an agreement that someone from the congregation is responsible for assisting the process throughout the tenancy.

Agents will typically undertake a condition report shortly before lease commencement.

The condition report should be checked thoroughly, and any discrepancies notified to the agent immediately when comparing the provided report to the actual conditions of the rental property.

This condition report should be retained and kept safe during the tenancy term.

Ideally, although this is not always possible, it helps if the same person from the congregation assists through the term of the tenancy, from the commencing inspection of the property for any defects or damages, through to final inspection upon cleaning and vacating the property.

3.6 DEALING WITH THE REAL ESTATE AGENTS ONCE THE MINISTRY AGENT IS LIVING IN THE PROPERTY

As the ministry agent is not the tenant on the lease, there can be a lot of confusion as to who the real estate agent firm should contact during the lease. This can be made worse and become incredibly frustrating as changes in Property Managers can happen three to four times in a one-year lease.

Make sure the real estate agent has contact details on their file for the ministry agent and as a second contact the congregation support person, for emergency contact or for arranging regular condition inspections as allowed for under the Residential Tenancies Act, and also as the owner must do, checking of electrical, gas and smoke detector performance and compliance on a regular basis.

Ask the real estate agent to remove the contact details for the Property Trust from the tenant contact information in the file – but not from the lease.

3.7 ENDING THE LEASE

At the end of the lease, the housing may need to be open for inspection for new tenants.

This can be disruptive to the ministry agent (and their household if applicable), but it is a legal right of the property owner, provided notice is given as required under the Residential Tenancies Act

All personal property and possessions of the ministry agent and their household and any rubbish must be removed from the rental property.

Once the ministry agent moves out, the property needs to be cleaned to ensure the return of the full bond. Depending on the circumstances, the ministry agent should be responsible for this – but the congregation may need to assist in arranging for the property to be cleaned.

3.8 RETURN OF THE BOND

Once the lease has ended and the property cleared for bond release, the Property Trust Secretary needs to apply for the return of the bond. This will then go into the Synod bank account and needs to be transferred back to the congregation who initially paid it.

Unlike “normal” residential bond returns, there has been a time where there was no notification to the congregation that the bond was ready to be returned. It is a good idea to put a reminder in one month after the lease is concluded to follow up on it.

3.9 IF A MOVE TO NEW RENTAL ACCOMMODATION IS REQUIRED DURING THE TERM OF PLACEMENT

Be clear about expectations around providing moving leave and covering moving costs – see earlier notes in Section 3.1

Give consideration as to what might happen if alternate suitable accommodation cannot be found?

Important note when changing tenancies: Obtaining a bond refund and re-lodgement of a new bond – be aware that these will rarely follow in an orderly and sequential manner.

4 Manse Allowance Information

(Refer Handbook of Ministerial Provisions and Charges: Section 8 – Housing)

4.1 WHAT IS THE PURPOSE OF THE MANSE ALLOWANCE

For ministers who, after agreement with the presbytery and the placement, provide their own housing when in placement, the Manse Allowance is offered to assist in the payment of costs usually borne by the placement when providing a house. This includes maintenance, insurance, rates and water charges.

4.2 WHEN IS IT APPROPRIATE TO PROVIDE A MANSE ALLOWANCE?

The offer of appropriate accommodation, whether UCA owned property or leased, is part of the remuneration provisions for all ministers in placement.

Payment of a manse allowance **only applies** where a ministry agent chooses to provide their own accommodation rather than the accommodation offered as part of the terms of placement.

4.3 HOW IS THE MANSE ALLOWANCE NEGOTIATED?

Where the ministry agent chooses to provide their own accommodation then the maximum manse allowance is not an entitlement, rather, the level is to be determined consultatively between the minister, congregation (or other responsible body) and presbytery. The congregation must not suffer financial disadvantage due to a ministry agent's decision to live in their own home. If the congregation do not have a manse to offer as accommodation and the minister has chosen to live in their own home, the manse allowance is to be paid at the full rate.

The manse allowance is paid into the Ministers' Benefit Account. The congregation is not responsible for maintenance, insurance, rates and water charges.

The Terms of Placement, including any negotiated allowances, shall be agreed prior to a call being issued. The Terms of Placement form shall be signed by the placement and the presbytery and included with the letter of Call.

Upon accepting a Call the ministry agent shall also sign the Terms of Placement form and return it to the placement along with the letter accepting the Call. A copy is to be sent to the Secretary of the Placements Committee.

4.4 MANSE ALLOWANCE IN PART TIME PLACEMENTS

In principle, if an approved manse or other appropriate accommodation is offered, it is offered on the same terms as for a full-time placement.

In situations where a ministry agent is not engaged in a full-time capacity and chooses to provide their own accommodation, the congregation may pay a pro-rata manse allowance of no less than 2/3 of the contribution normally given to a full-time placement. This is a minimum payment as it is not possible for a ministry agent to live in a house part time. Consideration should be given to the ministry agents circumstances during the consultation between the minister, congregation (or other responsible body) and presbytery when determining the level to be paid, which must be no less than 2/3 and could be up to 100% of the manse allowance.

If a ministry agent who is undertaking multiple part-time placements has requested a manse allowance the maximum manse allowance ***shall not exceed 1.0 in total*** and the relevant congregations and the presbytery shall agree on the proportion to be met from each placement.

4.5 QUANTUM OF MANSE ALLOWANCE

Manse allowances are reviewed on an annual basis by the Terms of Placement Committee, with consideration given to the ABS CPI data for housing. This index factors movements in a range of prices including water, rates and insurance, maintenance and repair costs and new dwelling purchases.

This review is approved by the Synod Standing Committee and aims to produce an outcome which reduces the chance of ministry agents being adversely affected by market volatility.

4.6 CLERGY COUPLES

All ministry agents in placement are entitled to the value of a manse whether by the provision of an appropriate residence or a manse allowance. This entitlement applies, notwithstanding the ministry agent's accommodation arrangements.

It can happen that a clergy couple lives in the manse where one of the ministry agents is in placement.

The ministry agent's clergy spouse working in a different placement is entitled to receive a manse allowance from that other placement.

4.7 MANSE ALLOWANCE SUMMARY

- a. It is the obligation of every Placement to provide housing for ministry agents in placement.

- b. It is the prerogative of the ministry agent to claim occupancy of a manse i.e. a placement cannot force a ministry agent to utilise their own home.
- c. The provided housing must be in satisfactory condition with any dispute as to condition/acceptability to be adjudicated by the presbytery.
- d. Terms and conditions with respect to the provision of ministerial housing should always be incorporated within the Terms of Placement.
- e. If a suitable manse is currently leased or is otherwise unavailable alternatives include;
 - i. Placement terminates existing lease (if this is possible, but regardless, it will always require notice of typically 65 days)
 - ii. Placement negotiates the use of another “nearby” Church owned manse
 - iii. Placement rents an alternative manse – for short or longer term depending on availability of a “home” manse as in i. above
- f. Whether or not a manse is available a ministry agent may elect to occupy their own home and receive a manse allowance.
- g. The presbytery shall negotiate in consultation with the ministry agent and congregation an appropriate manse allowance.
- h. The Associate General Secretary, advised by the Synod’s Terms of Placement Committee may adjudicate on any of the above matters where agreement cannot be reached between the Placement, ministry agent and presbytery.

5 Regular Maintenance and Inspections

When building or acquiring manses it is wise to keep in mind maintenance requirements and costs.

Existing manses require regular inspection of their general condition and attention paid to maintenance needs.

5.1 INSPECTION PRIOR TO OCCUPATION BY A MINISTRY AGENT

Inspections need to be done prior to vacancies of ministry, with all adjustments and repairs completed before the new ministry agent takes up residence. Such inspections are the responsibility of the presbytery.

Appendix 1 contains a sample detailed inspection checklist.

5.2 ANNUAL CONGREGATION INSPECTIONS

A placement needs to plan for an annual manse inspection, which should be undertaken by the congregation. Inspections should be arranged in advance at a mutually agreed time.

Appendix 2 contains a sample annual inspection checklist.

Other than for emergencies, this means that manse households are relieved of the need to initiate complaints and allows the placement congregation to budget efficiently for maintenance.

5.3 CARE OF THE MANSE PROVIDED

Ministry agents are expected to take care of the manse in the same way they would be required to if they were living in a leased property, and are responsible for damage beyond fair wear and tear.

6 Glossary

Manse	A residence provided to a Ministry agent as a placement requirement
MFMF	The Money for Mission Fund and program
MRU	Mission Resourcing Unit
PART	Property Applications Review Team – a Synod Governance body under delegation from the Property and Operations Committee
Synod	The UCA Synod of Victoria and Tasmania
UCA	Uniting Church in Australia



Presbytery of Manse Inspection Report

Purpose:

- To report on an assessment of the current condition and standard of the manse property.
- To assess and address maintenance requirements
- The intention of Presbytery is to ensure that manse properties are maintained in a sound and safe condition for the occupants

About this template:

- This template has been designed to cover all possible manse configurations. It is quite possible that some of the options/rooms do not exist in the manse approved for the current ministry placement. Sections not applicable should be deleted. A separate template is provided for annual inspections by the congregation.

Who inspects when?

- Church Council inspects annually
- Presbytery inspects both at the end of a Placement and prior to the commencement of a new Placement
- Prior to an inspection, it is often helpful to ask the incumbent and family, what matters they are aware of that need attention

Who keeps copies of the reports?

- Church Council keeps copies of its reports and the Presbytery keeps copies of Church Council & Presbytery reports
- Church Council indicates in its Minutes that the inspection has been undertaken and items, where attention is required, have been programmed for attention by specific dates

Inspection details:

- Location (Address):.....
- Occupied Vacant
- Date of Inspection / /
- Inspection conducted by:
- Representative(s) of (Church Council/Property Committee/ Congregation)
- Name Name
- Members of Presbytery Committee
- Name Name
-
- Reminder: A copy of this document to be sent to the Presbytery Date / /

Internal Rooms/Fittings	Condition			Comments/Details of Attention Required	Indicate Repair Urgent
	Good	Fair	Poor		
Entrance Hallway/Passage					
Paintwork					
Walls					
Windows					
Doors					
Ceiling					
Floor Covering					
Vinyl					
Cork					
Carpet					
Ceramic Tiles					
Polished Timber					
Window Coverings					
Drapes / Curtains					
Vertical Blinds					
Holland Blinds					
Venetian Blinds					
Coat Closet					
Light Fittings					
Power Outlets					
Single - No.....					
Double- No.....					
Study					
Paintwork					
Walls					
Windows					
Doors					
Ceiling					
Floor Covering					
Vinyl					
Cork					
Carpet					
Ceramic Tiles					
Polished Timber					
Window Coverings					
Drapes / Curtains					
Vertical Blinds					
Holland Blinds					
Venetian Blinds					
Light fittings					
Power Outlets					
Single No.....					
Double No.....					
Bookshelves					
Provision for phone/internet					
Heating					
Cooling					
Private from Remainder of House					
External door / security door					

Lounge Room	Good	Fair	Poor	Comments/Details of Attention Required	Indicate Repair Urgent
Paintwork					
Walls					
Windows					
Doors					
Ceiling					
Floor Covering					
Vinyl					
Cork					
Carpet					
Ceramic Tiles					
Polished Timber					
Window Coverings					
Drapes / Curtains					
Vertical Blinds					
Holland Blinds					
Venetian Blinds					
Power Outlets					
Single No.....					
Double No.....					
TV Aerial Connection					
Heating/ Cooling					
Ducted					
Wood Fire					
Gas					
Electric					
Fan					
Split system					
Dining Room	Good	Fair	Poor	Comments/Details of Attention Required	Indicate Repair Urgent
Paintwork					
Walls					
Windows					
Doors					
Ceiling					
Floor Covering					
Vinyl					
Cork					
Carpet					
Ceramic Tiles					
Polished Timber					
Window Coverings					
Drapes / Curtains					
Vertical Blinds					
Holland Blinds					
Venetian Blinds					
Light Fittings					
Power Outlets					
Single No.....					
Double No.....					
Heating					
Cooling					

Family Room	Good	Fair	Poor	Comments/Details of Attention Required	Indicate Repair Urgent
Paintwork					
Walls					
Windows					
Doors					
Ceiling					
Floor Covering					
Vinyl					
Cork					
Carpet					
Ceramic Tiles					
Polished Timber					
Window Coverings					
Drapes / Curtains					
Vertical Blinds					
Holland Blinds					
Venetian Blinds					
Light Fittings					
Power Outlets					
Single No.....					
Double No.....					
TV Aerial Connection					
Heating					
Cooling					
Kitchen	Good	Fair	Poor	Comments/Details of Attention Required	Indicate Repair Urgent
Paintwork					
Walls					
Windows					
Doors					
Ceiling					
Floor Covering					
Vinyl					
Cork					
Carpet					
Ceramic Tiles					
Polished Timber					
Window Coverings					
Drapes / Curtains					
Vertical Blinds					
Holland Blinds					
Venetian Blinds					
Cupboards/Drawers/-Splash Back					
Pantry -- type food storage					
Bench Tops – Laminate/Tile					
Tiling – Grouting					
Sink – Single/Double Bowl					
Taps					
Tea Towel rail					
Light Fittings					
Good Lighting					
Ceiling					
Above benches/stove					

Hot Plates gas/electric					
Griller					
Oven gas/electric					
Exhaust fan/Range hood					
Heating					
Cooling					
Fire Extinguisher/Blanket					
Power Outlets Single No..... Double No.....					
Provision for dishwasher					
Laundry	Good	Fair	Poor	Comments/Details of Attention Required	Indicate Repair Urgent
Paintwork Walls					
Windows					
Doors					
Ceiling					
Window Coverings Drapes / Curtains					
Vertical Blinds					
Holland Blinds					
Venetian Blinds					
Floor Covering Vinyl					
Ceramic Tiles					
Tiling/Grouting					
Light Fittings					
Cupboards					
Bench top/Laminate/Splashback					
Trough – Single or Double					
Taps					
Washing Machine Connection					
Power Outlet Single No..... Double No.....					
Provision for dryer					
Main Bedroom	Good	Fair	Poor	Comments/Details of Attention Required	Indicate Repair Urgent
Paintwork Walls					
Windows					
Doors					
Ceiling					
Floor Covering Vinyl					
Cork					
Carpet					
Ceramic Tiles					
Polished Timber					
Window Coverings Drapes / Curtains					
Vertical Blinds					
Holland Blinds					

Venetian Blinds					
Light Fittings					
Power Outlets Single No..... Double No.....					
TV Connection					
Heating/Cooling					
Built-in Robes – Free Standing					
Ensuite – Adjoining main bedroom	Good	Fair	Poor	Comments/Details of Attention Required	Indicate Repair Urgent
Paintwork Walls					
Windows					
Doors					
Ceiling					
Floor Covering Vinyl					
Ceramic Tiles					
Shower Compartment Walls					
Tiles/Soap Holder					
Suitable Glass					
Shower Taps					
Base – Sealing intact					
Towel Rails					
Exhaust Fan/Heating					
Toilet – [Preferably dual flush]					
Toilet Paper Holder					
Storage Cabinet & Mirror					
Wash Basin/Taps					
Power Outlets Single No..... Double No.....					
Handrails					
Light Fittings					
Blind / Curtain					
Bedroom Two	Good	Fair	Poor	Comments/Details of Attention Required	Indicate Repair Urgent
Paintwork Walls					
Windows					
Doors					
Ceiling					
Floor Covering Vinyl					
Cork					
Carpet					
Ceramic Tiles					
Polished Timber					
Window Coverings Drapes / Curtains					
Vertical Blinds					
Holland Blinds					
Venetian Blinds					

Light Fittings					
Power Outlets Single No..... Double No.....					
Built-In Robe/ Free Standing					
Heating					
Cooling					
Bedroom Three	Good	Fair	Poor	Comments/Details of Attention Required	Indicate Repair Urgent
Paintwork					
Walls					
Windows					
Doors					
Ceiling					
Floor Covering					
Vinyl					
Cork					
Carpet					
Ceramic Tiles					
Polished Timber					
Window Coverings					
Drapes / Curtains					
Vertical Blinds					
Holland Blinds					
Venetian Blinds					
Light Fittings					
Power Outlets – Single No..... Double No.....					
Built-In Robe/ Free Standing					
Heating					
Cooling					
Bedroom Four	Good	Fair	Poor	Comments/Details of Attention Required	Indicate Repair Urgent
Paintwork					
Walls					
Windows					
Doors					
Ceiling					
Floor Covering					
Vinyl					
Cork					
Carpet					
Ceramic Tiles					
Polished Timber					
Window Coverings					
Drapes / Curtains					
Vertical Blinds					
Holland Blinds					
Venetian Blinds					
Light Fittings					
Power Outlets					

Single No..... Double No.....					
Built-In Robe/ Free Standing					
Heating					
Cooling					
Bathroom	Good	Fair	Poor	Comments/Details of Attention Required	Indicate Repair Urgent
Paintwork					
Walls					
Windows					
Doors					
Ceiling					
Window Coverings					
Tiles / Grouting					
Floor Covering					
Vinyl					
Ceramic Tiles					
Bath - / Shower over Bath					
Taps					
Soap Holder					
Towel Rails – adequate length					
Mirror – Cabinet / Vanity Unit					
Hand Basin / Taps					
Power Outlets					
Single No.....					
Double No.....					
Light Fittings					
Exhaust Fan / Heating-Fan unit					
Shower Unit					
Glass screen / curtain					
Shower taps					
Shower head – water saver					
Soap holder					
Tiles & Grouting					
Fibreglass Moulded shower					
Toilet (separate)	Good	Fair	Poor	Comments/Details of Attention Required	Indicate Repair Urgent
Paintwork					
Walls					
Windows					
Doors					
Ceiling					
Tiling – Grouting					
Floor Covering					
Vinyl					
Ceramic Tiles					
Toilet Bowl / Lid					
Flush – Single/ Dual					
Exhaust Fan – Switch					
Toilet Roll Holder					
Privacy Lock on Door					
Tiles / Grouting					

Other General	Good	Fair	Poor	Comments/Details of Attention Required	Indicate Repair Urgent
Storage					
Linen Press					
Household Goods					
Ironing board Storage					
Broom Cupboard					
Smoke Detectors					
Number					
Electric [with battery]					
Battery					
Tested					
Heating - type					
Cooling - type					
Air conditioner					
Evaporative or					
Reverse Cycle					
Electric fans No.					
External Building	Condition				
	Good	Fair	Poor	Comments/Details of Attention Required	Indicate Repair Urgent
Manse Entrance					
Fence Gate					
Paintwork					
Pathway – Concrete / Tile					
Steps – Concrete / Wood					
Handrail					
House Number Clearly Visible					
Letter Box					
Verandah / Porch					
Flooring – Concrete					
Wood					
Door Bell – Clearly Visible					
Walls – Brick – Mortar					
Timber					
Cladding					
Other					
Window Frames					
Insect Screens					
Door Frames					
Paintwork					
Windows					
Doors / Frames					
Walls / Eaves					
Guttering					
Down Pipes					
Verandah Posts					
Meter Box					
Mail Box					
Water Drainage – Guttering					
Downpipes					
Roof Type					
Tile / Metal					

Indication of rust					
Moss					
Water Proof					
Security Doors					
Front					
Side/s					
Rear					
Sensor Lights					
Front Entrance					
Garage – Front - Rear					
Side Door/s					
Rear Door					
Fixed Lights					
Front					
Rear					
Garage					
Garage / Carport	Good	Fair	Poor	Comments/Details of Attention Required	Indicate Repair Urgent
Walls					
Brick / Mortar					
Timber / Metal					
Roof					
Tile					
Metal					
Paintwork					
Walls/Eaves					
Doors					
Garage Doors					
Type					
Space – Single/Double					
Power Point					
Light Fitting					
Covered Access to House					
Rear Yard	Good	Fair	Poor	Comments/Details of Attention Required	Indicate Repair Urgent
Pathways					
Concrete					
Tile					
Paving Stone					
Garden Taps – Number of					
Sun Blinds – Fittings					
Television Antenna					
Clothes Line					
Garden Shed					
Fuel Storage Shed					
Rainwater Tank					
Garden Maintenance					
Rubbish Removal					

Fence					
Side Rear					
Secure / gate lock					

General Information

Please state the date of the last white ant, spider etc., inspection	
Was treatment given	Yes No
Has a device been fitted to the power supply to prevent damage from surge or overload of the system?	Yes No
Does the fencing around the rear of the property provide privacy and safety for the manse personnel, particularly young children?	Yes No
Safety "risks" identified during the inspection – eg. uneven concrete, ripples in carpet, faulty switches, exposed electrical wiring etc	
Please List:	
Is the general layout of the building suitable as a Manse?	Yes No
Are there any other concerns not covered by this report? If yes, please specify	Yes No
Comments	

Appendix 2 Annual Inspection of Manses by Congregations



Presbytery of Annual Inspection of Manses by Congregations

Manses are to be inspected annually by the Congregation or Cluster. Please give the resident ministry agent a couple of weeks' notice that you wish to inspect the Manse. This template is designed for all possible manse configurations and should be modified to suit the manse approved for the current ministry placement.

Congregation / Cluster

Manse Location

Please tick the boxes – space provided beside each heading for comments

	Very Good	Adequate	Needs Attention
Entries to House (e.g. Hall).			
Lounge room			
Dining Room			
Kitchen			
Family/Living room			
Bathroom			
Ensuite			
Toilet(s)			
Laundry			
Study			
Bedroom 1. Built-in Wardrobe Yes / No			
2 Built-in Wardrobe Yes / No			
3 Built-in Wardrobe Yes / No			
4 Built-in Wardrobe Yes / No			
Garage			
Carport			
External Structure			
Roof			
Outside Storage			
Grounds			

Appendix 2 Annual Inspection of Manses by Congregations

	Very Good	Adequate	Needs Attention
General Layout of the Manse (Suitability as a Manse)			
Paintwork - Interior			
Exterior			
Floor Coverings			
Heating & when serviced			
Cooling – Air conditioning / Fans - Serviced annually (Yes/No)			
Insulation			
Cooking facilities Electric / Gas / Wood			
Blinds and Curtains – Interior			
Exterior			
Light fittings			
Power points (adequate numbers)			
Water Supply			
TV antenna & plugs			
Ventilation (Kitchen, Bathroom, Shower)			
Insect Screens			
Security Doors			
Paving & Paths			
Clothes Line			
General Order (i.e. Well kept)			
Have smoke detectors been checked (Yes / No)			
When was the Manse last treated for white ants?			

Inspected by: Date.....

Any other comments may be written here or on separate sheet:.....

Inspected by		Date
Any other comments may be written on a separate sheet.		