

APPENDIX I

Guidelines for Manses

Accommodation

So far as the level of accommodation is concerned, the General Assembly has reaffirmed that a Manse should normally have not less than three public rooms, four bedrooms and a garage. However, the General Trustees will consider sympathetically requests to provide accommodation which is more suitable to the needs of an individual minister and his/her family so long as the congregation is able also to retain or return to providing a Manse of recommended proportions should circumstances change.

It Shall be Desirable to Provide

- A fridge, washing machine, tumble dryer and dishwasher
- Security systems, as appropriate
- Double glazing and loft insulation
- Carpets and floor coverings in all rooms
- Blinds or curtains in the study and the public rooms

Many of these are integral in modern housing, but the Manse Condition Schedule should establish which of these facilities belong to and are the responsibility of the congregation.

Financial Considerations

- It is recognised that not every Manse will immediately have these desirable provisions and a Board may therefore need to plan a programme to bring its Manse up to standard over a period of several years. For Congregations with holdings in the Consolidated Fabric Fund, costs will be recoverable from capital or revenue. Financial assistance may also be available from the Central Fabric Fund by way of grants and loans.

A recommended decoration programme for a standard 7-apartment Manse is as follows:

| | | | |
|--------|---------------------------------|--------|--------------------------------|
| Year 1 | outside paintwork | Year 6 | outside paintwork |
| 2 | vestibule, hall and stairway | 7 | bedroom 2 |
| 3 | bedroom 1 | 8 | dining room and kitchen |
| 4 | kitchen, utility room and study | 9 | bathroom, toilet and bedroom 4 |
| 5 | Lounge | 10 | bedroom 3 |

Further Notes

Guidelines are available from the General Trustees' Secretary's Department on:

- Building a New Manse
- Acquisition and Sale of Manses

Information on allowances are also available from the Ministries Council on:

- Young Minister's Furnishing Loans
- Removal and Disturbance Allowances

APPENDIX 2

Regulations for Manses

The Basic Position

1. A Minister's remuneration comprises both a stipend and a Manse. Accordingly, before a Minister is inducted to a vacant Charge, Presbytery has to be satisfied that there is a suitable Manse within the Parish or in close proximity and that all work needed to make it so has been carried out.
2. A Minister has the right to live in the Manse and a corresponding duty to occupy it.
3. Every Congregation has a duty through its Financial Board to provide a wind and watertight Manse which is habitable and to keep it in a good state of repair and decoration during its occupation by the Minister and family. The Minister should not have to spend his or her own stipend to achieve this.
4. A Minister must treat the Manse fabric, including fittings and fixtures with due care and consideration and, where these are provided by the local Congregation, must leave them in the Manse as the property of the Congregation's Financial Board.
5. Presbyteries must ensure that Manses are inspected at least once every year by the Congregational Fabric Committee, that the Manse Condition Schedule is annually reviewed and that both necessary repairs and agreed annual maintenance and decoration are undertaken.
6. In order to facilitate this process the Minister must allow for suitable arrangements to be made for this annual inspection and the Minister and Financial Board should agree on access being provided for the annual programme of maintenance and decoration to be carried out.
7. The Board must recognise its responsibility to have in place a rota for the systematic internal and external decoration of the Manse. (A recommended programme is shown as part of the Manse Guidelines).

The Regulatory Essentials

In light of modern standards of comfort and expectation of what constitutes an acceptable and working environment, it is appropriate for every congregation to provide a Manse which has:-

- An efficient heating system throughout
- A lead-free supply of hot and cold running water
- A modern wiring system with sufficient electrical sockets in all rooms
- A kitchen with cooking facilities and sufficient work surfaces and storage
- /

Abstract from Manse Condition Schedule

- Bathroom and sanitary ware; at least one bathroom should have an efficient shower and there should be a separate toilet and washbasin for the use of visitors
- Proper lighting in every part including sufficient exterior lighting
- Carbon monoxide and smoke alarms on every floor and a fire blanket or extinguisher in the kitchen all compliant with current regulations
- An annual check on gas, electrical and fire safety appliances. Maintenance arrangements should be in place for gas appliances
- Adequate storage facilities for garden equipment, bicycles, etc.

For the avoidance of doubt it is essential that the congregation:

- Shall take responsibility for the completion of a Manse Condition Schedule and thereafter be responsible for its revision at the onset of a vacancy, a quinquennial inspection or at the completion of major works/repairs.
- Shall be responsible for the upkeep of the grounds where these extend beyond the bounds of a reasonable garden surrounding the property. Otherwise the minister shall be responsible, where the garden is of normal domestic proportions, for maintaining the garden and grounds in a neat and tidy condition. (The parameters for this will be set out in the Manse Condition Schedule).
- Shall budget to meet the costs of the agreed programme of redecoration and repair.