

4.3 MANSE GUIDELINES

I MANSE POLICY RELATING TO SETTLEMENTS

a. Congregational Placements

A term of settlement is that the Congregation provides Manse accommodation for the Minister or pay a prescribed allowance in circumstances where accommodation is provided by the Minister.

Where it is proposed to pay an allowance to a Minister in lieu of the provision of Manse, the decision to do so must be taken by the Congregational Church Council, incorporated in the terms of settlement and approved by the Presbytery.

The payment of an allowance in lieu of the provision of a Manse should not be seen by Congregations as an opportunity to avoid the acquisition of a Congregational Manse. It is unlikely that successive Ministers in Congregational settlement will be able to acquire houses within the area and as such payment of an allowance in lieu of the provision of Manse should be seen as a temporary measure. Unless special circumstances prevail (to the satisfaction of the Presbytery) a Minister should reside within the Congregational bounds. Where by decision of Congregational Church Council and Presbytery, terms of settlement are established which allow the Minister to provide accommodation, the Congregational Manse may be leased to provide income for this purpose.

b. Other Settlements

Terms of settlement must incorporate the provision which is made for Ministerial accommodation either by provision of a Manse or by payment of a prescribed allowance in lieu thereof.

Where it is proposed to pay an allowance to a Minister in lieu of the provision of a Manse the decision to do so must be taken by the responsible Council, incorporated in the terms of settlement and approved by the Presbytery (Regulation 2.4.3) or the Synod (Regulations 2.4.4) as the case may be.

2 MANSE CHARACTERISTICS

A Manse is more than a family home. It is also a place where the Minister studies, works and consults. It is frequently used by congregations as a meeting place. It is a place where people go when they are looking for help. It is a place of hospitality and fellowship. As such it needs to be designed in a way which recognises that it is a busy place with an above average 'people' flow.

As a family home, it must cope with a whole range of family configurations, as each Minister will have different family circumstances. The Manse must therefore be planned to provide the following characteristics:-

- (1) Adequate living and sleeping areas for a range of family circumstances.
- (2) Adequate study/office for the Minister
- (3) Separation of facilities in such a way as to provide privacy for the Manse family.
- (4) Functional design.
- (5) Adequate storage facilities.

- (6) Ease of access.

A. STYLE AND QUALITY OF MANSES

While providing a Manse which provides adequately for the Minister's role and the welfare of the Manse family, the Manse should not be of such quality and finish which when placed in a modest housing area would give the impression of extravagance.

B. LOCATION OF MANSES

Should be within the Congregational bounds. There is a division of opinion as to whether Manses should be adjacent to Church facilities:

- i. If the Manse is located next to the Church, the Congregation should be sensitive to the additional pressure which this places on the Manse family and try to share in the extra work involved.
- ii. If the Manse is away from Church facilities it must be easy to locate with appropriate directions on the Church noticeboard. It should also be close to schools, shopping and facilities.

C. SPECIFICATIONS – MINIMUM

The minimum specifications for Manses are as follows:-

- i. **Living Area** – comprising lounge, kitchen, dining:
 - i.i. The total minimum floor area for the living area is 36.25 m² (390 sq.ft.).
 - i.ii The design of the living area should take into account the need to maintain privacy for the Manse family on those occasions when the lounge is used for meetings or other activities.
- ii. **Entrance Hall** – A small entrance hall should be included in the design to prevent front entrance directly into the living area.
- iii. **Sleeping Accommodation**
 - iii.i The total minimum floor area for sleeping accommodation is 40 m² (430 sq.ft.).
 - iii.ii Sleeping accommodation may be designed in either of two ways:
 - Three double bedrooms.
 - Two double bedrooms and two single bedrooms.
- iv. **Study Office**
 - iv.i The minimum floor area for the study is 11.25 m² (120 sq.ft.).
 - iv.ii That access to the study be either from the entrance hall or by external door.
 - iv.iii While it is preferred that the study be in the Manse, it is acceptable for the study to be incorporated in a Church provided:-
 - The study is of acceptable standard.
 - That an adequate telephone system is installed connecting Manse and study.
- v. **Bathroom/Laundry/Toilet**
 - v.i These facilities shall comply with local government and public health standards.

- v.ii The design should acknowledge that there is likely to be a greater than average use of bathroom and toilet facilities in a Manse. The design should accommodate this, and should also locate the facilities in such a way as to cause minimum disruption to the Manse family.

vi. Cupboards and Storage

These are very important in the Manse because of the variety of family configurations which can occur. A generous approach should be taken to the provision of cupboards in the Kitchen (including pantry) and laundry and adequate linen storage space.

Built in robes in bedrooms would also be of benefit and External Storage space is also essential.

vii. Hot water system

Care should be taken in selecting an adequate, efficient, low cost, low maintenance hot water system.

viii. Carport or garage

Either a carport (not necessarily under main roof) or garage is essential. The latter is practical as it provides good protection for a vehicle and can also provide storage and workshop facilities.

ix. Electrical installation

Great care should be taken in ensuring an adequate supply of power points and their location to provide for the range of appliances and equipment needed for families of varying size and age. Adequate lighting is also important.

x. Insulation

Manses should be designed to ensure that insulation is adequate in relation to construction type, design, aspect and locality.

xi. Decoration

Whether the chosen finish is to be paint, wallpaper, tiles etc. the colour and design should be tastefully chosen and in neutral colours and patterns capable of blending harmoniously with a wide range of furnishings.

xii. Floor coverings, Window treatments, Light fittings.

Colour and design should be tastefully chosen to harmonise with décor and furnishings.

C. SPECIFICATIONS – OPTIONAL

When doing a Manse, careful thought should be given to the specific needs of a particular Congregation or area. The range of possibilities is endless, but the following are included as examples:

- i. Fourth bedroom – Country Congregations in particular should be given consideration to a fourth bedroom as a guest room.
- ii. Second toilet – Is a very useful addition to the Manse plan.
- iii. Second shower – Can be of real use in busy household.
- iv. Study/Office – to increase the size of the study to provide additional working space.

- v. Family room – Where the Manse is to be frequently used as a meeting place, and for hospitality and fellowship, the provision of a family room can be very beneficial.

D. SPECIFICATIONS – SEVERE CLIMATE/EARTHQUAKE ZONES/UNSUITABLE SOIL TYPES:

Particular attention should be given to planning and designing Manses in areas of climatic extremes, cyclone belts, earthquake zones and where clay type or rocky soils may cause difficulties.

- i. Extreme temperature variations – Adequate insulation and appropriate heating/cooling to be provided
- ii. Cyclone belts – Manses to be constructed in accord with established safety standards for cyclone areas.
- iii. Earthquake zones – Design and construction materials to take account of the danger e.g. light roofing – sectional brickwork – strong foundations etc.
- iv. Unsuitable soil types – Testing of site essential to provide adequate advice on foundations, construction type, load bearing qualities etc.

3 MATERIALS AND MAINTENANCE

The choice of materials (both internal and external) will have a great deal to do with the amount of maintenance which will be subsequently needed. These matters will be covered in detail in “preventative maintenance guidelines” which will be issued for the assistance of Congregations for all buildings. The following general guidelines should be helpful.

- a. Use high quality fittings and equipment in kitchen, bathroom, laundry, and toilet areas.
- b. Use aluminium or equivalent low maintenance materials for window frames, fascias, guttering etc.
- c. Face brickwork internally will reduce maintenance.
- d. There are excellent new low maintenance materials available for most aspects of building. Careful investigation will achieve maximum benefits.

4 PURCHASING EXISTING RESIDENCES FOR USE (OR CONVERSION) AS MANSES

There are few houses which are designed in such a way as to be immediately usable as Manses. Some alteration is normally required to achieve the desired result. It is essential to have necessary alterations designed, drafted and costed before making any commitment to acquire a property.

5 TRANSPORTABLE BUILDINGS

Considerable advance has been made in the quality, design and construction of transportable buildings capable of achieving the minimum requirements for Manses.

6 MASTER PLAN

Should lesser accommodation meet immediate needs, the Manse may be built as part of a master plan providing for future extension to comply with basic requirements. However, this is invariably a costly method when it comes to completing the master plan.

7 SITE PLANS

It is imperative that maximum use be made of the site. In designing the building care should be taken to take account of the following:-

- a. Prevailing winds – rain bearing or dust bearing.
- b. Sun – eastern and western aspects of the building.
- c. Ventilation and breezeways.
- d. Protection for building entrances.
- e. Landscaping – shade/protection etc.
- f. Fencing.

8 LANDSCAPING

External landscaping should be established on a low maintenance basis, using native shrubs and trees wherever possible.

9 SITE SELECTION

The site for the Manse should be chosen with a view to maintaining the value of the property for any subsequent sale. Where the site is adjacent to the Church plant, it should be used in such a way as to enable subdivision and sale as a residential property.

10 FENCING

The site should be adequately fenced to provide adequate privacy and security for the Manse family.

11 SEEK ADVICE

A properly designed and constructed Manse is of great benefit to the Manse family and to the Church. It is also a very significant financial investment for a Congregation to undertake. It is essential therefore that every endeavour be made to ensure that the proposed building:-

- a. Is properly designed and in accord with Church policy and guidelines.
- b. Meets the requirements of local government and health authorities.
- c. Has been accurately costed.
- d. Is within the financial capabilities of the Congregation.

The advice of the Synod Property Office should be sought on each of these matters very early in the planning stages of the proposed Manse.