



SECTION C - APPENDIX 6

**DESIGN, EQUIPPING AND
FURNISHING OF MANSES**

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THE UNITING CHURCH IN AUSTRALIA
(QUEENSLAND SYNOD)

THE DESIGN, EQUIPPING AND FURNISHINGS OF MANSES

Foreword

This set of guidelines has been updated in minor details only, and still follows the principles set out in previous editions. It now references where possible the updated Qld Synod By-laws (last updated 5/08/11). In some cases, gender inclusive language is still to be updated.

In planning the construction or purchase of a new manse (the church owned residence that will be home for a minister and his or her family) it is essential that serious consideration be given to a number of fundamentals affecting the construction, design, layout and equipping of the building. This document seeks to give guidance in assessing these fundamentals and to draw attention to the basic and minimum requirements necessary to provide an acceptable standard of accommodation.

The standards mentioned herein are not intended to be absolute or restrictive. The requirements themselves, or dimensions which are quoted as "minimum", are subject to discretionary variation to suit special cases. A higher standard may be desirable in some cases, while in others, particularly those involving purchase of existing dwellings, a lesser standard may be adequate. However, it is expected that no particular dwelling should normally be considered suitable unless a very large percentage of the specified basic requirements and dimensions are complied with.

Proposals for major departures from these standards should proceed only after consultations involving the Parish, Presbytery (or Department) and the Synod Property Board and after reference to the person who is to take up occupancy. Responsibility for final acceptance rests with the Synod Property Board (Finance, Investment and Property Board, (FIP Board)).

Although this document has been prepared primarily to assist parishes, the criteria which it contains should be considered applicable also to departmentally-owned ministerial residences.



SYNOPSIS

A manse should reflect the general standard of dwelling accommodation in the community in which it is placed. However, its dual role of a pastoral consulting centre and family home renders many dwelling designs unsuitable, and requires special consideration of access. In normal circumstances, a three bedroom dwelling with a study would be the minimum requirement for a building in which a minister may work and his family live and relax.

Sections 2,4,5,6 and 7 outline those basic requirements which are normally considered necessary in manses.

Section 3 gives a listing of additional requirements (e.g. extra bedroom) which may be desirable. These are guidelines for consideration, and local circumstances will govern which of these items are able to be provided. Good design will permit economical later provision of desirable facilities which could not be afforded initially.

All new manses must be erected by registered builders, and Property Board and FAPS guidelines and policies in relation to construction and procurement will apply.



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1. PLANNING GUIDELINES

- 1.01 The house should be capable of performing dual functions -
1. it must provide accommodation sufficient to satisfy the normal living needs of an average family, and
 2. it must provide facilities for the administrative and pastoral role of the minister in placement.

Generally speaking it is considered that the minister's home should be commensurate with the average home in the surrounding community.

- 1.02 In providing for the dual functions of the manse it is essential to satisfy fundamental needs of privacy. Visitors to the minister should be entitled to preserve the privacy of their visit, and it should also be recognised that the family in the manse should be protected against intrusion on its privacy. Dual access is thus an important consideration.

This principle should be maintained throughout the plan layout, and will dictate such features as the private study with access from the main entry, and the provision of doors which allow basic living areas to be closed off when small meetings or counselling activities are in progress.

While study privacy is important, the need for its occupant to be able to oversee the family at times, especially young families, should not be overlooked.

- 1.03 Occupying families will vary in size and in the ages of the children, so it is important that the home be sufficient in size to accommodate large families and adaptable to the varying needs of successive occupants.
- 1.04 Aspect is more important than is often realised. In order to ensure maximum comfort conditions, manses should be planned (or chosen) with major rooms orientated to the favourable aspect to take advantage of prevailing breezes and to preclude excessive summer sun penetration.
- 1.05 Materials of construction should be chosen as far as possible, to reduce finishing costs and minimise maintenance. This is not to infer, however, that timber dwellings are not acceptable. Local requirements regarding cyclone protection must be observed, and should not be overlooked when purchasing an existing house.
- 1.06 The site chosen for a manse should be situated in a location convenient to the church complex, but not necessarily in the same grounds as the church.

A site within easy walking distance is preferred. Please remember that a minister and his family, living adjacent to the church and church hall, are invariably, if unintentionally placed in the position of having to act as honorary caretakers and custodians of the property. Those choosing to build a manse should be aware of the need to preserve the privacy of the manse family, and its freedom to develop normal family relationships and activities. In choosing a site apart from the church grounds, the normal factors affecting the choice of a family home apply - proximity to community services, public transport, shops, schools, recreational facilities, etc. together with the ease of access and contact between manse and church.

- 1.07 Normal due diligence in relation to real estate transactions will apply – building and pest inspection, town planning, building approvals, and flood level searches and checks are required as part of the conveyancing processes.

Properties should be capable of simple connection to all essential services, water supply, power, sewerage etc., or where these may not be available, economical alternatives should be available.

2. BASIC ACCOMMODATION REQUIREMENTS

- 2.01 The following spaces and areas are considered the minimum basic requirements of accommodation for ministers' residences. This applies whether the homes are to be constructed new or purchased second hand.
- 2.02 **MAIN ENTRY**
- Preferably not opening directly into lounge room but giving access to bedrooms without traversing living areas.



- Located to provide direct access to study.
- Should be weather proofed.

2.03 LOUNGE ROOM

- Conveniently located relative to front entry, dining and kitchen areas.
- Access to an outdoor living area should be considered.
- Minimum floor area of 16 sq.m. (180 sq.ft.) up to 20 sq.m. (220 sq.ft.) is desirable if Dining room is not an extension of Lounge Room.

2.04 DINING ROOM

- May be an extension of the Lounge Room.
- Direct access should be provided to Kitchen.
- Minimum floor area of 8 sq.m. (90 sq.ft.). Up to 10 sq.m. (110 sq.ft.) is desirable if Dining Room is not an extension of Lounge Room.

2.05 KITCHEN

- Room should not be an extension of living areas, but should be a separate room capable of being closed off by a door.
- Room to be well ventilated but preferably not facing west.
- Ready access should be provided to laundry area and to alternative entry.
- A minimum floor area of 8.5 sq.m. (95 sq.ft.) will generally be necessary to accommodate the following:
 - ample built-in bench cupboards with laminated plastic or similar top surfaces 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 of at least 400 litre capacity.
 - Stove to be provided (ref. 4.03)
 - Sufficient space to accept a dishwasher.

2.06 MAIN BEDROOM

- Room to be capable of accommodating one double bed or two single beds, and a dressing table.
- Conveniently located relative to bathroom and toilet facilities.
- Minimum floor area of 12 sq.m. (130 sq.ft.) inclusive of built-in wardrobes.
- Built-in wardrobes to be provided not less than 2m long x 600 mm deep taken to ceiling.

2.07 SECOND AND THIRD BEDROOMS

- Each room capable of accommodating two single beds, a wardrobe, a chest of drawers and a study table or bench.
- Conveniently located relative to parents' bedroom and to bathroom and toilet facilities.
- Minimum floor area of 10 sq. m. (110 sq. ft), inclusive of built-in wardrobes or area for same. See also 3.03 re Guest Bedroom
- A larger floor area may be desirable if no Family Room (ref. 3.02) is available for hobby activities, additional study space, etc.

2.08 STUDY

- Separate room capable of being closed by a door, and having direct access to main entry.
- A separate entrance in addition to access from main entry is desirable but not essential.
- Capable of accommodating study desk in a location receiving ample natural light and ventilation, but preferably not from the west.
- Minimum floor area of 12 sq.m. (130 sq. ft.).
- Fitted with book shelves not less than 20 lin. metres, preferably adjustable in height.

2.09 BATHROOM

- Readily accessible from all parts of the house but particularly from bedrooms.
- Floor to be covered with impervious materials, preferably ceramic tiles. Walls of shower cubicle to be at least 1.8 m high.
- Walls behind bath to be at least 450 mm high and behind basin to at least 300 mm high shall be covered with impervious materials, preferably ceramic tiles.
- Preferably the design should be such that shower facilities could be used independently of bathroom.



- Sufficient in size to contain full size bath, shower facilities (at least over bath, but preferably as a separate cubicle), and a hand wash basin (preferably as a vanity bench).
- Shaving cabinet to be provided, complete with sliding mirror doors or similar (ref. 6.08)

2.10 TOILET FACILITIES

- W.C. suite in separate compartment
- Located adjacent to bathroom.
- Consider provision of hand basin within or adjacent to toilet area.
- Floor to be impervious material.
- If a W.C. suite is located within bathroom, then a second W.C. suite should be provided for general use in a convenient location.

2.11 LAUNDRY FACILITIES

- Preferably located in vicinity of kitchen and with ready access to outside drying area.
- Preferably room should be capable of being closed off from rest of house.
- Floor should be covered with impervious material and splashback provided behind tubs.
- Consideration should be given to provision of built-in facilities for soiled linen.
- Where laundry is located under highset house a clothes chute from the upper floor is an advantage.
- Sufficient in size to accommodate two compartment washtubs (preferably stainless steel) and space for a washing machine adjacent to tubs.
- Preferably space should also be provided for a dryer.
- Adequate in size to contain ironing and sewing provisions if these are not provided elsewhere. (ref. 3.04)

2.12 GARAGE

- Highly desirable that access between carport/garage and the house be under cover.
- Covered space sufficient for at least one car but preferably two.

2.13 STORE ROOM

- May be incorporated with carport/garage.
- Enclosed lockable space at ground level, suitable for storage of garden tools, lawn mower, etc.
- Minimum floor area of 3 sq. m. (30 sq.ft.)

2.14 STORAGE

- Adequate linen cupboard,
- broom cupboard and
- storage for bulky items such as suitcases.

3. DESIRABLE ADDITIONAL ACCOMMODATION REQUIREMENTS

3.01 Apart from the basic areas outlined in Section 2, it is desirable that at least some if not all, of the following additional spaces be provided.

3.02 FAMILY ROOM

- A room or extension of a room (perhaps the kitchen) sufficient in size to provide for casual meals and activities of family relaxation
- Preferably located adjacent kitchen and with access to outdoor living area.

3.03 GUEST ROOM

- Extra room available for use as an additional bedroom either for occasional visitors or any additional family member. Provision for guests can assume importance in country areas particularly. Where this is not possible initially, the plan should be arranged to permit a simple addition at a later date.

3.04 SEWING ROOM

- A small room, or at least an extension of a room, where sewing needs can be catered for.
- It is possible that the guest room function (refer 3.03) could be combined with that of the sewing room, particularly if guest needs are infrequent.



3.05 WORKSHOP

- An enclosed or partially enclosed area (possibly an extension of the garage/carport) sufficient to accommodate a workbench and providing also a reasonable working area.

3.06 OUTDOOR LIVING AREA

- Wherever possible, outdoor living areas should be planned as an integral part of the design concept, with ready access provided from indoors to outdoors.
- The effectiveness of the outdoor areas should be extended by providing roofed areas and privacy screens as far as possible.
- Areas should be sited in sheltered locations favourably orientated to summer shade and winter sun.
- Verandahs and patios can be used to advantage as extensions of lounge and dining areas in particular.

4. BASIC EQUIPMENT REQUIREMENTS

4.01 The following items of equipment are considered the minimum basic requirements for ministers' residences. All equipment shall be maintained in good operating condition.

4.02 HOT WATER SYSTEM

- Gas, electrically operated, slow-combustion or solar powered with booster
- Systems to be mains pressure if at all possible and connected to kitchen sink, bath, shower, hand wash basin, laundry tubs and washing machine.

4.03 STOVE

- Gas, electrically powered or slow-combustion stove; upright, elevated oven or separate built-in components as appropriate.

4.04 TELEPHONE

- A telephone outlet and handset located in an appropriate position in the study.
- A parallel outlet and additional handset located in a position convenient for family use with consideration being given to a further outlet without handset in the main bedroom.

4.05 CLOTHES DRYING

- Rotary clothes hoist or fold-away drying lines built into external area suitable for clothes drying.

4.06 TELEVISION ANTENNA

- Antenna installation sufficient to provide good quality reception, with outlet/s in appropriate location/s.

4.07 CEILING FANS

- Ceiling fans are considered essential for principal rooms in tropical and similar areas.

4.08 HEATING

- Provision for heating in cold climates (capital outlay only).

4.09 INCINERATOR

- Where it doesn't contravene local or state by-laws.

5. BASIC FURNISHINGS

5.01 In all ministers' residences the following basic furnishings shall be provided.

5.02 FLOOR COVERINGS

- All floor surfaces (with possible exception of concrete laundry floors below main floor levels) are to be provided with appropriate floor coverings.
- Timber floors not otherwise covered shall be fine sanded, plastic coated and polished.
- Carpets are considered desirable in Lounge and first bedroom, except possibly in tropical areas.
- Sheet vinyl, vinyl tiles, cork tiles or ceramic tiles shall be used in other areas as appropriate.
- Floor coverings in Bathrooms and W.C.'s are referred to in 2.09 and 2.10.



- All carpets and vinyl floor coverings are to be provided in neutral tonings to harmonise with varying personal furniture and furnishings.
- 5.03 **WINDOW COVERINGS**
- Good quality curtains shall be provided to windows and external glazed areas throughout. Curtains shall be lined if necessary to protect the materials in exposed locations.
 - Venetian blinds, or holland blinds or similar, shall be provided in addition where necessary for privacy or to protect against severe sun penetration.
- 5.04 **LIGHT FITTINGS**
- All light outlets shall have good quality light fittings. Conical shades to batten holders generally are not considered acceptable.
- 5.05 **INSECT SCREENS**
- In new constructions and existing manses, consideration should be given to the fitting of insect screens.

6. BASIC FURNITURE REQUIREMENTS

- 6.01 In all church owned manses, there is a responsibility on parishes to provide basic furniture in addition to the furnishings outlined previously (Ref. Section 5). Furniture shall be provided to the various rooms as itemised below.
- 6.02 **LOUNGE ROOM** NIL
- 6.03 **DINING ROOM** NIL
- 6.04 **KITCHEN**
- Kitchen suite, unless rendered unnecessary by the design of the kitchen; could be provided in Family Room as an alternative.
 - Refrigerator - min. 400 litres (14 c.ft.) capacity complete with separate freezer storage.
 - Ample built-in cupboards (ref. 2.05).
- 6.05 **MAIN BEDROOM**
- Built-in wardrobes (ref. 2.06), painted in neutral tonings. (ref. 6.10)
- 6.06 **EACH ADDITIONAL BEDROOM**
- Two single beds in each bedroom complete with good quality innerspring or rubber mattress to each bed. (Ref. 6.10)
 - Dressing table or chest of drawers (may be incorporated with built-in wardrobes).
 - Built-in wardrobes (ref. 2.07).
If built-in wardrobes cannot be provided, good quality separate units shall be supplied.
- 6.07 **STUDY**
- Desk min. size 1400 mm x 750 mm (4'6" x 2'6") with at least 3 drawers.
 - Chair with swivel and tilt mechanism mounted on castors.
 - Steel 4 drawer lockable filing cabinet.
 - Storage cupboard.
 - 3 Visitors' chairs.
 - Shelving (ref. 2.08).
- 6.08 **BATHROOM**
- Shaving cabinet
In new construction this item should be built-in.
 - Mirror.
 - Towel rails - min. 3m. total length.
- 6.09 The items of furniture that a minister would be expected to provide from his own personal belongings are as follows:-



- Main bedroom furniture, except wardrobes.
- Lounge and dining room furniture.
- Washing machine.
- Crockery, cutlery, kitchenware, all domestic items.
- Electrical appliances.
- Linen, bedding, etc.

6.10 In addition to the foregoing, the minister may provide certain items of furniture classified previously as the parish's responsibility, by exercising options available under Synod

By Law Q3.5.7 which reads:-

- "Range of Flexibility: Notwithstanding the provisions of By-law Q3.5.5 and Q3.5.6 the minister shall, after consultation with the parish at the commencement of a settlement, have the option of providing the following:-
- Any item of bedroom furniture; in which case any parish furniture not required during that particular settlement shall be stored or sold by the parish. This provision shall not apply to a bedroom designated as a guest room.
- Any other item of furniture listed as parish responsibility under by-law Q3.5.5 only if the parish is satisfied that there is suitable space available for the surplus item in the manse."

NOTE: By-law Q3.5.5 has provisions similar to Clauses 5.01 - 5.05 and 6.01 - 6.08 of this booklet. By-law Q3.5.6 is reproduced in Clause 6.09.

7. GENERAL PROVISIONS

7.01 The following general items should be considered necessary and basic provisions in Ministers' residences.

7.02 PAINTWORK

Paintwork should be kept in sound condition. Painted surfaces generally 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.

7.03 PAVING

Concrete (or similar hard surface) paving, with a non-slip surface, should be provided at least in the following locations -

- carport/garage car tracks, and
- path to clothes hoist as appropriate.

Enclosed lower floor areas should be paved throughout.

7.04 TERMITES

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

7.05 BIRD-PROOFING

New and existing residences should be constructed or modified as may be necessary to ensure that roof spaces in particular are effectively sealed against the entry of birds.

7.06 INSECT PESTS

Households should be treated on a regular basis preferably by a professional pest control service, to ensure long term protection against, ants, cockroaches and other insect pests including spiders.