

## DISTRICT MANSES COMMITTEE - VISIT REPORT

**NOTES:**

- A Arrangements will need to be made beforehand so that the date and time of the Manse Visit are mutually convenient to the minister (and his or her partner).
- B To aid those carrying out the visitation this form has been designed on a question and answer basis with alternative responses. This is not to preclude further comment, which can either be added at 27 or attached on a separate sheet of paper. It is assumed the visitors will draw conclusions from the answers and make the report accordingly.
- C This visit is an expression of the District's pastoral responsibility towards the minister/deacon, his/her family and the circuit. The detailed quinquennial inspection by the circuit inspector will have considered the state of the structure and various installations. Nevertheless, problems can arise in the course of 12 months and noteworthy items should be recorded.
- D The District Manses Committee Secretary will complete 1- 6 before the visit.
- E As to the subsequent use of this report and its circulation see S.O. 965

**Circuit Information**

1	Resident minister/deacon:			
2	Address of manse:			
3	Circuit:		Number:	/

**Visit Information**

4	Date of previous district visit:		Date of current visit:	
	Date of last quinquennial inspection:			

**Visitor Information**

5	Name of visitor (1):			
	Address of visitor:			
	Name of visitor (2):			
	Address of visitor:			

**District Manses Committee Secretary**

6	Name:			
	Address:			

**Visitors confirmation of visit**

7	Visitors signature (1):		Date:	
	Visitors signature (2):		Date:	

**Please note this is only an Extract from Standing Orders relating to Manses for the full standing order please see CPD**

965 Manses. (1) The district Manses Committee shall appoint a panel of visitors (at least half of whom shall be women) sufficient in number to ensure that every manse, including that of the Chair and of any connexional officer, college tutor or school chaplain, in the District, is visited by two members of the panel (not being members in the Circuit concerned) every five years. In addition to making their own general inspection the visitors shall ask the occupant whether he or she has any reason to suspect anything wrong with the drains or sanitary fittings or any serious or general dampness likely to be prejudicial to health and shall include the answers in their report to the committee. The visitors shall use the form of questionnaire and report obtainable from the Connexional Team.

(2) In preparation for each visit the committee shall obtain from the circuit stewards (in the case of circuit property) or the responsible officers (in other cases) a copy of the latest quinquennial inspection report for the property (unless already received pursuant to Standing Order 952(2)) and details of the work carried out as a result of that report and invite the circuit stewards or other responsible officers to share information about any other works carried out or proposed.

(3) The committee shall prepare a report on the manses visited and present it to the Synod in the Synod Agenda. A copy of the whole report shall be sent by the secretary of the committee to the Chair and of the relevant parts (in the case of circuit property) to the Superintendent (who shall make it available to the occupants of the premises inspected) and the senior circuit steward or (in other cases) to the occupants of the premises inspected and the responsible officers. The circuit stewards or other responsible officers shall report, through the committee, to the Synod in the following year what has been done to carry out the recommendations of the committee.

(4) If an inspection reveals what the committee adjudges to be inadequacy of accommodation, the facts shall immediately be communicated to the circuit stewards or other responsible officers and also to the Connexional [ . . . ] Team so that their advice may be available to the Circuit Meeting or other responsible body.

**803 Accommodation and Furnishing.** (1)(a) Subject to clause (2) below the Circuit or other body responsible for provision of the stipend of a circuit minister or deacon or other minister or deacon in the active work or probationer appointed to a station within the control of the Church shall provide a manse as a base for the work of ministry as well as a home. [ . . . ]

(b) The accommodation to be provided shall satisfy the relevant accommodation guidelines approved from time to time by the Conference, unless permission for a departure from those guidelines has been granted under paragraph (c) below.

(c) In any case in which it is proposed that there be a significant departure from the approved accommodation guidelines, permission shall be sought by the Circuit or other responsible body from the district Policy Committee or, if the appointment is not a circuit appointment, the Methodist Council or other body or person to whom the council may delegate the granting of such permissions.

(d) Such permission shall only be granted if the committee or council (or other body or person) is satisfied: (i) that it is appropriate because of the particular local circumstances or nature of the appointment or for some other compelling reason; and (ii) that the matter has been fully discussed with the minister or deacon concerned and (if applicable) those responsible for his or her oversight, such discussion having taken place, in the case of an incoming minister, before an invitation has been offered and accepted, and, in the case of an incoming deacon, before the Warden of

the Methodist Diaconal Order has made his or her recommendation as to stationing.

(e) No such departure shall be permitted in the case of an incoming probationer after the description of the appointment has been furnished under Standing Order 723(2)(a).

(1A) For the purposes of clause (1) above, provision of a manse 'as a base for the work of ministry' means that the minister, deacon or probationer concerned is expected to discharge the duties of the appointment in substantial part from the manse (whether or not he or she has a study available elsewhere) but does not oblige him or her to hold meetings or to conduct pastoral or other confidential interviews at the manse.

(2) Where two persons, each of whom is a minister, deacon or probationer, married to each other are appointed to the same Circuit or to nearby Circuits they shall be entitled to one manse only and shall choose which of the available manses they will occupy. Where two Circuits are involved any question as to the financial arrangements between them not resolved by consultation shall be referred to a special committee appointed by the Synod and its decision shall be final.

(3) [revoked]

(4) The Circuit or other such body shall also provide all carpets, curtains and other floor covering, lamp shades and light fittings, fixed fires (where fitted), study furniture, cooker and kitchen cupboards, as specified in clauses (6) to (8) below.

(5) [revoked]

(6) Guidelines as to the minimum requirements and best practice in the furnishing of manses shall be issued from time to time on behalf of the Methodist Council. Commonsense and flexibility should be exercised in applying [ . . . ] those guidelines. It is the clear duty of the Circuit or other responsible body to see that each manse contains the items in the [ . . . ] guidelines, but if a minister, deacon or probationer has any of these items and is willing that they should be used then it should be noted that these items may be required when there is a new appointment but are not needed now.

(7) Where [ . . . ] the accommodation provided does not comply in all respects with the guidelines referred to in clause (1) above, whether as a result of a permitted departure from those guidelines or otherwise, the furnishings shall satisfy the requirements of clause (6) above as far as is reasonably possible and in any event shall be adequate for the accommodation and appropriate for the purposes of a manse.

(8) A minister, deacon or probationer bringing study furniture, cooker, carpets or curtains into a manse so as to render surplus manse furniture or furnishings (not considered inadequate by the district Manses Committee by reference to the [ . . . ] guidelines as to minimum requirements) is responsible with the Circuit or other responsible body for the proper storage of such surplus furniture or furnishings and the cost of such storage shall be shared equally by the Circuit or other responsible body and the person concerned. He or she should consult the circuit stewards or other responsible officers so that an approved arrangement can be made for storage of this and any other manse furniture or furnishings which it is considered will not be used, to the extent that the stewards or other officers cannot find an alternative use for it or cannot themselves store it safely and economically. The Circuit Meeting shall receive and record the details for future use.

(9) This Standing Order and clause (2) of Standing Order 804 shall not apply to ministers, deacons or probationers permitted to serve in appointments that are not within the control of the Church, who shall be wholly responsible for the provision of their own accommodation and furniture.

(10) Where a minister, deacon or probationer does not wish to be provided with accommodation under this Standing Order, or a Circuit or other body applies for a minister, deacon or probationer to be stationed without its providing accommodation Standing Order 801(6) shall apply with any necessary adaptations.

Please insert in box as appropriate: **NA** (not applicable); **Y** (Yes); or **N** (No)

**Quinquennial Inspection**

8	Was the last quinquennial report available to the manse visitors?	
	Has all the recommended work been carried out?	
If 'No' please identify the outstanding work:		

**Annual Property Inspection (Schedule C)**

9	Date of last inspection?	
	Was Schedule C available to manse visitors?	_____
	Has any recommended work been carried out?	_____
If 'No' please identify the outstanding work:		

Please comment on the items below room by room, indicating with an \* asterisk or on a separate sheet where immediate attention is necessary

**Cloakroom**

17	Is there a separate ground floor toilet and cloakroom?	_____
	Are the curtains/blinds satisfactory?	_____
	Is the floor covering satisfactory?	_____
	Is it conveniently sited in relation to the study or reception rooms?	_____
	Are all fittings reported to function satisfactory?	_____

**Study**

18	Is the decoration satisfactory?	_____
	Are suitable curtains provided?	_____
	Is the floor covering satisfactory?	_____
	Are there adequate electric points?	_____
	Is a desk of adequate size provided?	_____
	Is a satisfactory filing cabinet provided?	_____
	Is there the requisite shelving for	_____
	Are there sufficient and suitable chairs?	_____

**Dining room**

		please tick as appropriate	<b>Very good</b>	<b>Satisfactory</b>	<b>Poor</b>
10	Decoration		_____	_____	_____
	Curtains		_____	_____	_____
	Floor coverings		_____	_____	_____

**Lounge**

11	Decoration		_____	_____	_____
	Curtains		_____	_____	_____
	Floor coverings		_____	_____	_____

**Hall, Stairs, Landing**

12	Decoration		_____	_____	_____
	Curtains		_____	_____	_____
	Floor coverings		_____	_____	_____

**Bedroom 1**

13	Decoration		_____	_____	_____
	Curtains		_____	_____	_____
	Floor coverings		_____	_____	_____

**Bedroom 2**

14	Decoration		_____	_____	_____
	Curtains		_____	_____	_____
	Floor coverings		_____	_____	_____

**Bedroom 3**

15	Decoration		_____	_____	_____
	Curtains		_____	_____	_____
	Floor coverings		_____	_____	_____

**Bedroom 4**

16	Decoration		_____	_____	_____
	Curtains		_____	_____	_____
	Floor coverings		_____	_____	_____

**Kitchen**

19	Is the decoration satisfactory?	_____
	Are the curtains/blinds satisfactory?	_____
	Is the floor covering satisfactory?	_____
	Are the kitchen fittings adequate and in good order?	_____
	Are the storage facilities adequate and in good order?	_____
	Are there adequate electric points?	_____
	Is a cooker provided?	_____
	Is it gas or electric (please indicate by <b>G</b> or <b>E</b> )	_____
	Is it adequate and efficient?	_____
Is there a fire blanket near the cooker?	_____	
Is there plumbing for an automatic washing machine?	_____	

**Bathroom/Toilet**

20	Are the decorations satisfactory?	_____
	Is the floor covering satisfactory?	_____
	Is there a separate shower fitted?	_____
	Are all fittings reported to function satisfactory?	_____

**Additional accommodation**

21	Is the basement in a satisfactory	_____
	Is the attic accommodation in a satisfactory condition?	_____

**Heating**

22	Mains drainage	_____
	Gas	_____

**Main services available**

23	Is there central heating?	_____	
	If 'Yes', by what means?	_____	
	Is the central heating adequate?	_____	
	If 'No' how is the manse heated?	_____	
	Are there any additional heating methods?	_____	
	If 'Yes', please give details		
	Is the water heating system adequate?	_____	

**Current annual maintenance contracts**

24	Gas appliances (by a CORGI registered	_____
	Oil fired appliances (by a CORGI registered contractor)	_____
	Electrical appliances	_____
	Other eg security alarm system etc? (please specify)	

**Further comments** (please continue on a separate sheet if necessary)

**General**

25	Are all doors, including patio doors fitted with 5 lever mortice deadlocks or deadlocking rim locks?	_____
	Are all ground floor and/or accessible windows fitted with key operated locks?	_____
	Are the main locks up to insurance	_____
	Is there a intruder alarm?	_____
	Are smoke detectors provided in the appropriate areas?	_____
	Is there a telephone extension?	_____
	Are there adequate television reception facilities?	_____
	Are there sufficient power points?	_____
	Are there adequate garage and/or parking facilities?	_____
	Is there adequate storage for garden	_____
	Is there a suitable lawn mower provided?	_____
	Is there adequate space for drying	_____
Is there suitable area for children to play?	_____	

**Conclusions**

26	Does the house offer a reasonable standard of comfort at an economical	_____
	Is the house suitable as a manse?	_____
	Is the manse well sited in relation to existing pastoral responsibility?	_____