



The Anglican Diocese of Gippsland

23 January 2019

To: Parishes

Annual Rectory Inspections by Wardens of Principal Church

I write to let remind wardens of the principal church that they have the following duties in relation to the rectory under the Parish Administration Act:

Duties of church wardens of principal church relating to rectory

32. (1) *The relevant churchwardens of the parish must report to the parish council on any expenditure necessary to keep the rectory and residences of the incumbent and clergy of the parish in good order and repair.*

(2) *The relevant churchwardens in the parish must inspect the rectory and other residences of the clergy of the parish at least once each year at a time convenient to the occupant of the rectory or residence.*

(3) *In this section, 'relevant churchwardens' means the churchwardens of the church of the parish nearest to the rectory or residence, as the case requires.*

I attach a form to help you with this task.

I would be grateful if you would:

- a) let me know when the inspections have been completed;
- b) send me a copy of the completed inspection form; and
- c) advise me when the appropriate action has been completed.

I have sent this memorandum in electronic form to incumbents and in hardcopy form to the parish address.

Brian Norris
Registrar

DIOCESE OF GIPPSLAND

GUIDELINES ON CLERGY OCCUPANCY OF CHURCH-OWNED RESIDENCES

These guidelines are for the use of parish clergy and the parish councils to clarify responsibilities in relation to clergy housing. They are designed to ensure that residences are maintained at an appropriate standard once they have been occupied.

Before the appointment is made, the parish members of the clergy appointments advisory board are responsible to provide the Bishop with a clear indication of the condition of clergy residences to be occupied by a new appointee. The Archdeacon has the responsibility to inspect the residence to ensure that it is up to an acceptable standard. These guidelines cover the position once upgrading before occupancy has been arranged.

As early as possible at the time of appointment to a parish the clergy member and the parish council, perhaps through the churchwardens, should consider these guidelines and come to a mutual understanding if there are to be any variations. This process is intended to prevent misunderstandings because of different expectations held by the clergy member and the parish council.

1. The Parish Council will:

- a. in consultation with the relevant Archdeacon, ensure that the premises comply as far as is practicable with diocesan clergy residence standards and are in a reasonably fit condition for use as a clergy residence at the commencement of the occupancy;
- b. allow the clergy member and his or her family to occupy the residence as a private home and to place no obligation on the clergy member which would involve the parish use of any part of the rectory without his or her initiative;
- c. pay all maintenance costs, rates and other outgoings on the residence;
- d. complete without delay all reasonable repairs relating to the clergy members ordinary use and occupation of the residence; and
- e. give authority to the clergy member to effect repairs including those involving the engagement of tradespersons, on non-discretionary matters such as plumbing and electrical problems. An annual financial guideline of \$500 is recommended for these items.

2. The Clergy Member will:

- a. ensure that the premises are used only as a residence other than for any parish use agreed to by the clergy member;
- b. takes care of the residence and keeps it in a clean condition, in particular:
 - i. keep the grounds and gardens tidy and free from rubbish and the guttering and storm water downpipes free from debris and foul matter;
 - ii. take special care of the parish items within the residence including carpets and curtains;
 - iii. make no alterations or additions to the residence without the consent of the parish council;
 - iv. do no decorating that involves marking, defacing or painting any part of the premises, without the consent of the parish council;
 - v. ensure that nothing is done that might prejudice any insurance which the parish has in

relation to the residence;

- vi. notify the parish council promptly of any loss, damage or defect in the residence;
- vii. take all reasonable precautions against the outbreak of fire in the premises; and
- viii. keep up and preserve in good condition the lawn and garden belonging to the residence.

Note: Parishes are encouraged to assist clergy in relation to items listed under i. and viii. especially in cases where Rectories and gardens are extensive and bearing in mind that clergy are expected to be available to undertake ministerial responsibilities for six days per week.

3. General

The parish council and the clergy member will:

- arrange an inspection of the residence to be carried out by the churchwardens on an annual basis (See Section 32 of the Parish Administration Act);
- facilitate the inspection of the residence by a diocesan representative from time to time.

ANNUAL INSPECTION OF RECTORY

Conducted By the Church Wardens With Rectory Residents
and Regional Dean

Rectory Address

Date of Inspection

Legend:

C Clean	D Dirty
F Fair	G Good
B Broken/Damaged	S Scratched/Marked
N Not Working	

General	Condition/Comments
Smoke Alarms	
Fire Extinguishers	
Main Entry	
Doorbell	
Front Door/Screen Door	
Walls	
Floor	
Light Fitting	
Ceiling	
Other	
Study	
Blinds/Curtains	
Book Shelves	
Robe/Storage Cupboard	
Ceiling	
Light Fitting	
Window/Screens	
Walls	
Floor Covering	
Door	
Power Points/Switches	
Telephone/Answering	
Soundproofing	
Heating/Cooling	
Other	

Living Room	Condition/Comments
Walls	
Door	
Power Points/Switches	
Ceiling	
Light Fittings	
Heating/Cooling	
Floor Covering	
Blinds/Curtains	
Windows/Screens	
Other	
Dining Room	
Walls	
Door	
Ceiling	
Floor Coverings	
Windows/Screens	
Blinds/Curtains	
Light Fitting	
Power Points/Switches	
Other	
Family Room	
Walls	
Door	
Ceiling	
Floor Coverings	
Windows/Screens	
Blinds/Curtains	
Light Fittings	
Power Points/Switches	
Other	

Kitchen	Condition/Comments
Stove Top	
Oven	
Griller	
Dishwasher	
Power Points/Switches	
Sink/Disposal Unit	
Cupboards/Drawers	
Bench Tops	
Exhaust Fan	
Floor	
Blinds/Curtains	
Walls	
Doors	
Ceiling	
Light Fitting	
Window/Screen	
Other	
Main Bedroom	
Walls	
Ceiling	
Door	
Light Fitting	
Window/Screen	
Floor covering	
Blinds/Curtains	
Power Points/Switches	
Built-Ins	
En suite	
Shower/Screen	
Basin	
Mirror	
Wall Ceiling Door	
Light Fitting	
Window/Screen	
Tiles	
Toilet	
Power Points/Switches	
Floor	

Bedroom 2	Condition/Comments
Wall	
Ceiling	
Door	
Light Fitting	
Floor Covering	
Blinds/Curtains	
Window/Screen	
Built-Ins	
Power Points/Switches	
Bedroom 3	
Wall	
Ceiling	
Door	
Light Fitting	
Floor Covering	
Blinds/Curtains	
Window/Screen	
Built-Ins	
Power Points/Switches	
Bedroom 4	
Wall	
Ceiling	
Door	
Light Fitting	
Floor Covering	
Blinds/Curtains	
Window/Screen	
Built-Ins	
Power Points/Switches	

Condition/Comments

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Toilet	
Toilet	
Floor	
Walls	
Door	
Ceiling	
Light Fitting	
Other	
Main Bathroom	
Bath	
Basin	
Shower/Screen	
Cabinet/Mirror	
Tiling	
Floor	
Walls	
Door	
Ceiling	
Light Fitting	
Power Points/Switches	
Other	
Laundry	
Trough	
Floor	
Walls	
Doors	
Ceiling	
Light Fitting	
Window/Screen	
Cupboards	
Power Points/Switches	
Other	
Outside	
Lawns	
Gutters/Drains/Pipes	
Garden	
Other	

Anglican Diocese of Gippsland

CLERGY RESIDENCE STANDARDS

1. Planning Guidelines

The following "benchmark" is used by Bishop-in-Council when considering plans for new residences or the upgrading of existing residences.

The residence should include as far as possible:

- 4 bedrooms
- 2 bathrooms
- a study (12 square metres with a minimum width of 3 metres)
- lounge room
- family room
- kitchen
- laundry
- double garage (preferably constructed as part of the residence and constructed of the same materials)

In planning clergy residences, particular attention should be given to separating the bedrooms and family living areas from the "public" areas such as the study and lounge room. If possible, there should be separate external access to the study.

The use of an architect is strongly recommended.

2. Furnishings and Fittings

The following items are normally required:

- a fenced area for the safety of children and for Rectory privacy;
- insect screenings on doors and windows and exterior openings such as chimneys;
- garage, or at least a carport with lock-up shed for tools, garden implements and storage space;
- rotary clothes hoist or other clothes line;
- television antenna;
- septic tank where sewerage is not available;
- appropriate fire extinguisher, properly maintained;
- smoke alarms located appropriately.
- floor coverings (carpet throughout except that the kitchen floor should have either kitchen carpet or hard coverings, and the laundry and bathroom(s) should have hard coverings);

- all windows to have curtains or drapes and security locks;
- built-in linen cupboard (recommended minimum dimensions 1.8metres high, 1.8 metres wide, 0.6 metres deep);
- all bedrooms to be built-in wardrobes (recommended dimensions 1.8metres high, 1.8 metres wide, 0.6 metres deep) with drawers or shelves if requested;
- light fittings in all rooms;
- normal modern fixtures in kitchen, bathroom and laundry, including a hot water system and dishwasher;
- study furniture (a suggested minimum: bookshelves, large filing cabinet, cupboard space for robes and other equipment); and
- adequate provision for heating in living areas.