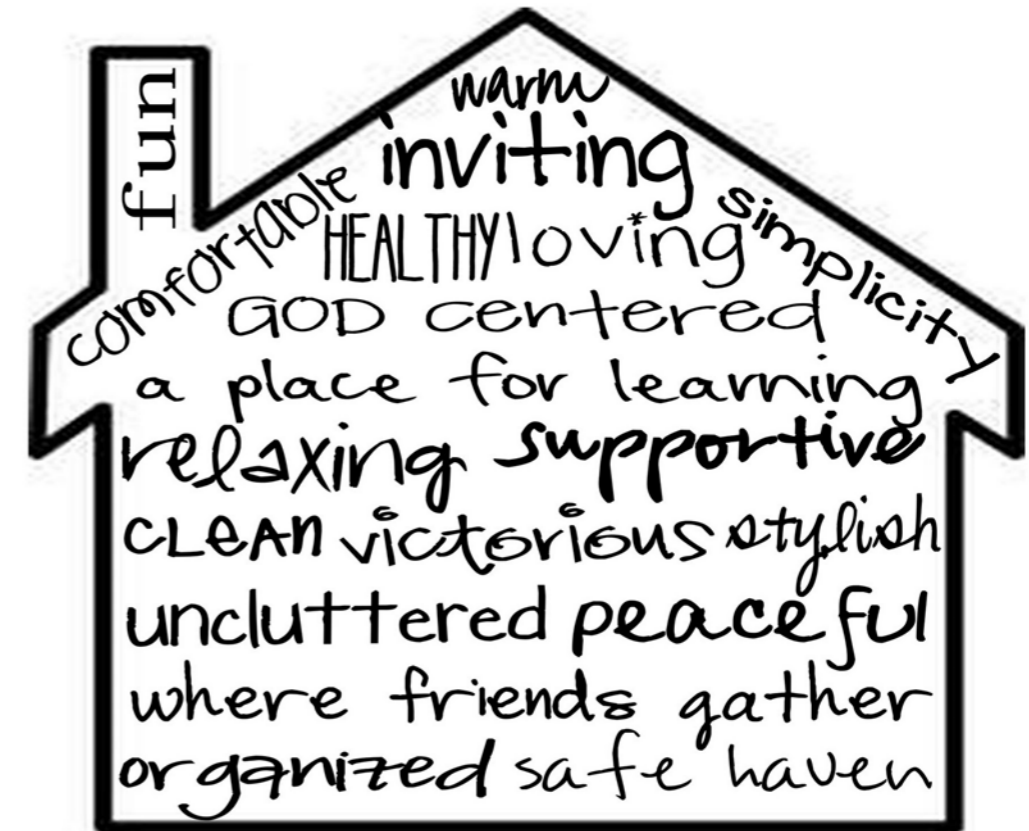




## Living in a parsonage



### - making the Vicarage your home

*This guide was compiled by the Archdeacon of Man using the parsonage guides of the dioceses of Manchester, Winchester, Bristol, Guildford and Wakefield, to whom we are grateful for their help.*

It is available on-line at the Diocese of Sodor and Man's website, in the Archdeacon's section.

[http://www.sodorandman.im/archdeacon\\_of\\_man](http://www.sodorandman.im/archdeacon_of_man)

There should also be a hard copy in every parsonage in the diocese.

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*archdeacon@sodorandman.im*

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*Please see the online version for any possible updates*

[http://www.sodorandman.im/archdeacon\\_of\\_man](http://www.sodorandman.im/archdeacon_of_man)

**Please keep this where you can readily refer to it,  
and leave it in plain view upon vacating the property.**



#### 14. Duties of office holder

- (1) An office holder who is in occupation of a house of residence or other accommodation provided under section 4 or 5 of the Measure shall be under a duty—
  - (a) to permit the DBF or its officers or agents to enter the property in exercise of the DBF's rights under regulation 13;
  - (b) to use all reasonable endeavours to keep the property and any contents of the property provided by the DBF, clean and free from deterioration, with the exception of fair wear and tear, and to keep any garden or other grounds belonging to the property in a reasonable state of upkeep;
  - (c) to notify the DBF of any works of repair that may from time to time be needed to the property as soon as reasonably practicable after the office holder becomes aware of them;
  - (d) if required to do so by the DBF, to the extent that it is not recoverable under any insurance policy, to pay the whole or part of the reasonable cost of any repairs to the property which a report of a diocesan surveyor as mentioned in regulation 12(1)(b) authorized by the DBF specifies to be necessary as the result of damage caused or aggravated by the deliberate act of the office holder or a member of the office holder's household residing with him or her or by a breach of the office holder's obligations under this regulation;
  - (e) not to use the property except as a private residence for the office holder and his or her household and for such other purposes as may be agreed by the DBF, which agreement shall not be unreasonably withheld;
  - (f) not to make any repairs, alterations or additions to the property without the consent of the DBF;
  - (g) where the property is held on a lease, to observe any term, condition or covenant binding the tenant under the lease and, in any case, to indemnify the DBF in respect of any breach by the office holder or by any member of the office holder's household living in the property of any term, condition or covenant binding on the occupier; and
  - (h) to vacate the property within the period of one month from the date on which the office holder ceases to hold the office or on which he or she takes up a new office, whichever is sooner or within such longer period as the DBF may allow and to leave the property clean and tidy and clear of all personal possessions belonging to the office holder or any members of his or her household residing in the property.
- (2) If an office holder dies whilst occupying the property, any member of his or her household living in the property at that time may remain in occupation for the period of 3 months from the date of the office holder's death or such longer period as the DBF may allow; and any such person shall, for the duration of his or her occupation, be subject to the same obligations, so far as relevant, under this regulation as is the office holder.
- (3) The office holder shall keep the DBF informed of matters arising from any notice given to him or her by a Department, Statutory DBF, local or other public authority, public utility undertaker or, in the case of property held on a lease or tenancy, the landlord of the property; and the DBF shall, unless it agrees otherwise with the office holder, advise on or undertake negotiations in respect of any such matters.

#### 15. Disputes and variation of terms

- (1) If there is any dispute about the performance of the respective obligations of the DBF and the office holder under section 4, 5 or 6 or regulations 12 to 14 which cannot be resolved by the grievance procedures, it shall be referred for arbitration by a single arbitrator appointed by agreement between the DBF and the office holder or, failing agreement, by the Governor and the decision of any arbitrator so appointed shall be final.
- (2) The terms of occupation of the property by the office holder may, subject to regulations 12 to 14, be varied by agreement between the DBF and the office holder and, where appropriate, the statement of particulars of office shall be amended to reflect any such variation.

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**Extract from the Ecclesiastical Offices (Terms of Service (Isle of Man) Regulations 2012**

**12. Duties of DBF**

- (1) Where the DBF provides a house of residence or other accommodation under section 4 or 6 of the Measure, it shall be under a duty—
- (a) to keep the property in repair;
  - (b) to arrange for a diocesan surveyor to inspect the property at least every 5 years and, in the case of a new building, as soon as possible after the building is provided, and for a report to be submitted to the DBF describing the state and condition of the property, including the state and condition of the interior, and the grounds and of any contents of the property provided by the DBF;
  - (c) to send a copy of the surveyor's report to the office holder and, after consulting the office holder, to carry out within a reasonable time any repairs recommended in the report which appear to the DBF to be appropriate;
  - (d) to pay the following rates —
    - (i) any district rate or special rate levied under the Local Government Act 2006 (an Act of Tynwald);
    - (ii) any rate levied under the Burials Act 1986, the Water Act 1991 or the Sewerage Act 1999 (Acts of Tynwald);
 and such other recurring charges as may be specified in the statement of particulars of office given under regulation 3. (or in any statement of changes given under regulation 6.
  - (e) to insure the property against all such risks as are included in the usual form of house owner's policy relating to buildings.
- (2) In this regulation "repairs" means such works of repair and replacement as are needed—
- (a) to keep in repair the structure and exterior of the buildings of the property, including doors, windows, drains, gutters and external pipes;
  - (b) to keep in repair all walls, fences, gates, drives and drains of the property, other than those which some person other than the office holder is wholly liable to repair; and
  - (c) to keep in repair and proper working order—
    - (i) the installations in the property for the supply of water, gas and electricity, and for sanitation, including basins, sinks, baths and sanitary conveniences;
    - (ii) the installations in the property for space heating or heating water; and
    - (iii) any fixtures, fittings and appliances in the property (other than those mentioned in the preceding sub-paragraphs) provided by the DBF;
 including works of interior decoration necessitated in consequence of such works as aforesaid.
- (3) In determining for the purposes of this regulation the standard of repair appropriate to any building regard shall be had to the age, character and prospective life of the building and, in particular, in the case of a building included in the Protected Buildings Register or a building in a conservation area, to the special architectural or historic interest of the building.
- (4) In this regulation and regulations 13, 14 and 15 "property" includes any land or other buildings which forms or form part of or is or are ancillary to the house of residence or other accommodation.

**13. Rights of entry**

The DBF or its officers or agents may enter any property which is provided as a house of residence or other accommodation under section 4 or 5 of the Measure on first giving, except in an emergency, reasonable notice to the office holder, to inspect or carry out repairs to the property or to inspect, repair, replace or remove any contents of the property which have been provided by the DBF or for such other reasonable purpose as is consistent with the powers and obligations of the DBF.

**Harbours**

Telephone: +44 (0)1624 686628

Fax +44 (0)1624 626403

Website: [www.gov.im/harbours](http://www.gov.im/harbours)

Email: [Control@harbours.dot.gov.im](mailto:Control@harbours.dot.gov.im)

**Coastguards**

Emergency Telephone 999 – ask for Coastguard

24hrs Operations Telephone - 01624 661664

Administration Telephone - 01624 844740 (Monday to Friday normal office hours)

Email: [Coastguard@gov.im](mailto:Coastguard@gov.im)

**Public Health**

Telephone: 01624 642639

Website: [www.gov.im/health/services/Public\\_Health](http://www.gov.im/health/services/Public_Health)

Email: [publichealth@gov.im](mailto:publichealth@gov.im)

See also [www.gov.im/isleofman/Useful\\_contacts.xml](http://www.gov.im/isleofman/Useful_contacts.xml)

And [www.gov.im/isleofman/emergency\\_contacts.xml](http://www.gov.im/isleofman/emergency_contacts.xml)

## 1.

### Foreword

by the Chair of the Property Committee, the Archdeacon of Man

Our starting point is that a parsonage is provided primarily for the minister (and their family) to live in comfortably, safely and affordably. This means that it cannot be expected that the parsonage be used for church meetings, whatever local custom has been, except by the goodwill of the minister. We ask all church members to respect the decision of each new minister. It also means that we are committed to ensuring that all clergy families can enjoy privacy in their home at all times.

Whilst it is a privilege and a valuable benefit to have accommodation provided as a home and a base for ministry, we realise that the experience of living in a 'tied house' is never the same as living in a property you own. There are limitations and there can be frustrations, and we will do our best to take account of these as we carry out our responsibilities.

The care, comfort and safety of our ministers and their families are important in the Diocese of Sodor and Man. In all things Parochial Church Councils (PCCs), churchwardens, diocesan staff, agents of the Committee and contractors are expected to add value to the parsonages in order that we have a happy team of ministers released from the cares of providing shelter for themselves and their families in order to enable the Church to be the Church.

Housing plays a vital part in the ministry of clergy and other office-holders in our diocese, and it is our intention to ensure that a Kingdom value of generosity is exercised in all dealings with parsonages which are the responsibility of the Board. (cp. 1 Timothy 5:17–18 'Elders who lead effectively are worthy of double honour, especially those who work hard at preaching and teaching. For the Scripture says, "Do not muzzle an ox while it is treading out the grain," and, "The worker is worthy of his wages." ' or 1 Cor.3:3—12).

To this end the Property Committee will do all it can to ensure that those who occupy parsonage houses feel as secure and as comfortable as possible in their home, and know that an efficient service is on hand when things go wrong or help is required.

We maintain our properties, of course, within the constraints of the budget allocated to us by Diocesan Synod, and we are very conscious of the need to exercise good stewardship of this by giving priority to the most essential work and getting the best value for money when it is carried out. We try to keep a close eye on whether our housing stock continues to meet the needs of mission and ministry.

I am very grateful to those 17 dioceses who let me have sight of their own Parsonage Handbooks, and those (acknowledged at the end) who let me draw on their experience directly in compiling this Guide and to those who have ensured that I have kept mistakes to a minimum. All mistakes and typos are definitely my own doing.

Our hope and prayer is that everyone involved in the care of parsonage houses, including those who live in them, will work together happily and effectively for the sake of God's Kingdom.

With my prayerful best wishes,



The Venerable Andrew Brown

#### **Manx Emergency Doctor Service (MEDS) Nobles Hospital, Isle of Man, IM4 4RJ**

MEDS is ONLY available from 18:00hrs to 08:00hrs Monday to Friday, with 24-hour cover over weekends and bank holidays

Telephone: +44 (0)1624 650355 or 999 in an emergency

Website: [http://www.gov.im/health/services/GPs\\_Meds/meds.xml](http://www.gov.im/health/services/GPs_Meds/meds.xml)

#### **Emergency Dental Clinic (Weekends/Bank Holidays only)**

Mobile +44 (0) 7624 480365

Website: [www.gov.im/health/services/CHS/dentalservice.xml](http://www.gov.im/health/services/CHS/dentalservice.xml)

#### **Police**

Police Headquarters, Glencrutchery Road, Douglas

Website: [www.gov.im/dha/police](http://www.gov.im/dha/police)

Telephone: +44 (0)1624 631212 or 999 in an emergency

#### **Electricity**

Manx Electricity Authority, P.O. Box 177, Cooil Road, Braddan, IM99 1PS

Telephone: +44 (0)1624 687687

Website: [www.gov.im/mea](http://www.gov.im/mea)

Email: [mea@gov.im](mailto:mea@gov.im)

#### **Gas**

Manx Gas, Murdoch House, South Quay, Douglas, IM1 5PA

Telephone: +44 (0)1624 644444

Website: [www.manxgas.com](http://www.manxgas.com)

Email: [info@manxgas.com](mailto:info@manxgas.com)

#### **Water**

Isle of Man Water and Sewerage Authority, Tromode Road, Douglas, IM2 5PA

Telephone: +44 (0)1624 695999

Website: [www.gov.im/water](http://www.gov.im/water)

Email: [water@gov.im](mailto:water@gov.im)

#### **Highways Division and Drainage Division**

Department of Infrastructure, Works Depot, Ellerslie, Crosby

Telephone: +44 (0)1624 672000

#### **Civil Defence**

Emergency Planning Unit and Civil Defence Headquarters  
Tromode Road  
Douglas  
IM2 5PA

Telephone: +44 1624 694317 or for assistance out of hours +44 7624 453337 Email: [defence@gov.im](mailto:defence@gov.im)

*Cont'd over.../*



## Emergency Numbers

2.

### Introduction

<b>Archdeacon of Man</b> Ven Andrew Brown	01624 675430 <a href="mailto:archdeacon@sodorandman.im">archdeacon@sodorandman.im</a>
<b>Diocesan Surveyor</b> Mr. Guy Thompson	01624 835510 <a href="mailto:gthompson@manx.net">gthompson@manx.net</a> (07624 466402 out of hours, please contact by text only).
<b>Diocesan Treasurer</b> Mrs Lisa Johnson	01624 677512 <a href="mailto:treasurer@sodorandman.im">treasurer@sodorandman.im</a> 21 Brighton Terrace, Douglas IM1 4AP
<b>Property Manager</b> Maj. Charles Wilson	01624 629589 charles.wilson@usa.net
<b>Central Heating Breakdown</b>	<b>SCS</b>

*As of 2018 the DBF have contracted with SCS to maintain all parsonage heating systems for the next 3 years. If you are reading this beyond the summer of 2021 please check with the Archdeacon's Office.*

01624 628424 [admin@scs.co.im](mailto:admin@scs.co.im)  
Ballannette Park, Baldrine, Isle of Man, IM4 6AJ  
Mon - Fri 8am to 5pm, Sat 8am to 12pm  
(Out of hours service available at a cost).

### Minor and Emergency Repairs

In the case of minor repairs which are the liability of the occupant or in an emergency, it is usually possible to contact Dave Norman by text who can arrange a speedy response of reliable contractors. Dave prefers texts.

Dave Norman: Mobile 461662 / Office 833277 / E Mail [davenorman@manx.net](mailto:davenorman@manx.net)

### Other emergency numbers (But see below for fuller listings)

Gas supply leak	0808 1624 444
Electrical supply failure	687687
Water supply leak	695999

### Isle of Man Fire and Rescue Service Headquarters

Telephone: +44 (0)1624 647300 or 999 in an emergency  
Website: [www.gov.im/dha/fire/](http://www.gov.im/dha/fire/)  
Email: [iomfire@gov.im](mailto:iomfire@gov.im)

### Ambulance and Paramedic Service

Telephone: 999 in an emergency or +44 (0)1624 650040  
Website: [http://www.gov.im/health/services/AandP/contact\\_us.xml](http://www.gov.im/health/services/AandP/contact_us.xml)

### Accident and Emergency Nobles Hospital

Telephone: 999 in an emergency or +44 (0)1624 650040  
[http://www.gov.im/health/services/Hospitals/nobles/wards\\_departments/accidentemergency.xml](http://www.gov.im/health/services/Hospitals/nobles/wards_departments/accidentemergency.xml)

Prior to 1<sup>st</sup> January 2013, when the Ecclesiastical Offices (Terms of Service) Measure 2009 came into force in the Diocese of Sodor and Man, maintenance and upkeep of the parsonages were legally the responsibility of the incumbent, but were in practice undertaken by the Parochial Church Councils (PCCs) under the supervision of the Diocesan Board of Finance (DBF).

On 1<sup>st</sup> January 2013 all parsonages were transferred to the DBF, which became responsible for their repair. (In the case of incumbents in post on that date, the transfer took effect on the date the new Terms of Service applied to them).

The DBF's functions in relation to parsonages are exercised on its behalf by its Property Committee. The DBF appoints a Diocesan Surveyor to advise the Committee on the repair and maintenance of parsonages and to carry out inspections. A Property Manager assists and has particular responsibility for the buying, selling and leasing of parsonage houses. (Please see the contact details towards the end of this book).

This guide is to inform clergy and their families, as well as churchwardens and PCCs about arrangements for occupying and caring for parsonages in the Diocese of Sodor and Man. This guide also applies, with any necessary modifications, to lay persons who hold office under Common Tenure and are entitled to live in a house provided by the Church. If you are leasing a parsonage from the Board then the terms of the tenancy agreement apply rather than those detailed in this booklet. References to "parsonages" include other houses of residence provided by the DBF, e.g. for retired clergy, team and associate vicars and lay workers.

As well as explaining the legal position and the responsibilities of the occupant in respect of the parsonage house, it offers practical information and advice. The Property Committee seeks to ensure that all parsonages offered to stipendiary clergy are within a similar range of standard of build quality, décor and fittings.

In any matter relating to the structure of parsonage houses, the first point of contact is the Diocesan Surveyor.

Matters relating to the legal position and responsibilities of the occupant, should be referred to the Archdeacon.

In compiling and writing this Guide it hasn't always been immediately apparent as to whether a sub-section belongs to one category or another or several, but an attempt has been made at some sort of sequence, and to avoid repetition as far as possible. Therefore, if you can't find something where you think it ought to be, it may simply be that we thought it better somewhere else! Please check with the comprehensive "Contents" section at the front. This manual should also be read in conjunction with the Statements of Particulars of each new cleric.

### 3. Responsibilities

The respective responsibilities of the DBF and the occupant are contained in regulations 12 to 15 of the Ecclesiastical Office s (Terms of Service) (Isle of Man) Regulations 2012, which are set out in the Appendix. Briefly —

The DBF is responsible for —

- (a) keeping the property in repair; this covers —
  - (i) the structure and exterior of the buildings, including doors, windows, drains, gutters and external pipes;
  - (ii) the walls, fences, gates, drives and drains of the property;
  - (iii) the installations in the property for the supply of water, gas and electricity, and for sanitation;
- (b) paying all rates levied on the property;
- (c) insuring the property.

The occupant must —

- (a) keep the property, and any contents provided by the DBF, clean and free from deterioration, with the exception of fair wear and tear;
- (b) keep the garden in a reasonable state of upkeep;
- (c) notify the DBF of any need for repairs as soon as he or she becomes aware of them;
- (d) pay for the repair of any uninsured damage caused by the occupant or a member of his or her household or by any breach of the occupant's obligations;
- (e) not without the DBF's consent use the property except as a private residence for the occupant and his or her household;
- (f) not make any repairs, alterations or additions to the property without the DBF's consent ;
- (g) vacate the property within one month from the date on which the occupant ceases to hold office or takes up a new office, whichever is sooner, and leave the property clean and tidy and clear of all personal possessions belonging to the occupant or his or her household.

If the occupant dies, any member of his or her household living in the property may remain in the property rent free for 3 months, during which time the Archdeacon will offer all possible help and support and negotiate a mutually acceptable time to vacate the property. Clearly the well-being of the family recovering from such a tragedy will be our paramount concern.

island and their Induction: we seek to be generous, recognizing that the move to the island can be a huge change and major adjustments need to be made which do not apply when moving to a new job in an English diocese. During this time, the parish should allow them the privacy to settle in, whilst offering a warm and helpful welcome. The Archdeacon will meet with the PCC to discuss what this means during the interregnum after an appointment has been made.



During a vacancy the churchwardens are asked to take reasonable steps, with the assistance of the Diocesan Surveyor, for the security and condition of the house.

Empty houses are vulnerable to vandal attack. The churchwardens are asked to do all they can to protect a house by ensuring all locks, bolts and other protective devices are put in operation. They are asked to keep up an appearance of habitation (e.g. having curtains at windows and lights on time switches) and advising the police of the vacancy.

The garden should be kept tidy and free from litter to avoid the appearance of being unoccupied – the DBF will fund this, and bills should be sent to the Diocesan Treasurer.

The churchwardens should also arrange for the house to be visited at least twice a week to check its security, to ensure that the boiler is working (in the winter) and to clear mail.

If the central heating is fuelled by oil, the churchwardens are asked to ensure that the oil tank is kept topped up and the invoices are forwarded to the Diocesan Treasurer for payment. The following central heating control settings are to be used:

Room radiator thermostats are turned down to a low to mid-level in order to maintain a low level of constant heat throughout the house.

Time clock set to operate from 0200 to 0500 and 2000 to 2200.

### **c. Financial Matters**

An unoccupied property continues to be liable to rates, payable by the DBF, as are gas, oil and electricity bills - but these should relate only to use for maintenance of the property and not for other parish purposes. Telephone bills should continue to be paid for by the PCC, but they may claim the rental costs back from the Sequestration Fund held by the DBF. Please contact the Diocesan Treasurer.

### **d. Letting a Parsonage House during a vacancy**

No persons are to take up residence in a parsonage house during a vacancy without the written approval of the Archdeacon.

### **e. The New Minister**

During the appointment process it is our usual practice to take all candidates to see the house. Before each new minister moves into the house, the DBF will bring them, their spouse and any dependent family across to the island to have a couple of days to look around, during which the Archdeacon and Diocesan Surveyor will meet with them at the house and consider their needs and requests for their new home. This visit must be arranged through the Archdeacon's Office. It may be possible for the DBF to pay for one more visit to view the process, especially if further decisions are needed to be made that involve the new minister. We understand the particular challenge of moving into a new home that you've hardly seen because it's on another island.

The Committee then ensure that all necessary building works are done and the house is re-decorated as agreed then thoroughly cleaned, including the steam cleaning of all carpets which are to remain and the dry cleaning of any curtains fit to keep. We ensure that the garden is in a reasonable state throughout the interregnum – at the very least in the minimal condition in which we would expect it to be left.

All removal costs will be met, and the Archdeacon will ask for three quotations including at least one from an island firm and will nominate the firm to be used. We pay for the travel costs of the whole family to move here, including pets and up to two motor vehicles.

We pay the normal CoFE resettlement allowances and first living grants.

Before each new minister moves into a house for which the DBF is responsible we would expect all building works and refurbishments to have been completed and inspected. Incoming clergy are asked not to book their removals or crossings before the Archdeacon has agreed that they should.

The new minister will be given ample time to settle into their new home and surroundings between arriving on the

The Property Committee works in partnership with various interested parties

#### *with clergy*

The Committee has responsibility to make the best use of diocesan funds to maintain parsonages, and this can only be achieved with the co-operation of occupants. Though most clergy occupy the house by virtue of their office, they and their families are 'custodians' of the house for themselves and future occupants. They are required to take reasonable care of their homes, keeping them clean and in good decorative order.

Their responsibilities are outlined above, and include e.g. the clearing of gutters (where safe to do so – see below), minor internal decoration, and small household repairs (e.g. replacing tap washers). The garden should be kept in reasonable condition with grass and hedges cut and paths cleared of moss and weeds.

Clergy occupying a parsonage have no right to allow any person other than their own family and household occupy the parsonage or any part of it.

However, the DBF and its Property Committee are content to allow clergy families and other occupants of diocesan housing, to take part in the official "TT Homestay" programme, and to retain the rent. This includes tents etc., in parsonage grounds. This is on condition

- a. That they register with and are accepted by the official programme [info@iomhomestay.com](mailto:info@iomhomestay.com)
- b. That they seek the permission of the Archdeacon in the first instance, and each time inform him of the numbers involved (this is so that he can inform the diocesan insurers).
- c. That they inform their home contents insurance providers (see 7.a below).
- d. That they accept all liability for any repairs or cleaning of the property, inside and out, that arise directly or indirectly from their participation in the scheme. The Property Committee reserve the right to inspect the property.
- e. That they will remain resident in the parsonage throughout the entire stay of their Homestay guests.

#### *with PCCs*

PCCs are asked to support their clergy in the care of the parsonage. Help with small or routine jobs can be extremely valuable. During a vacancy, there will be a special responsibility to look after the house, and churchwardens will usually be expected to hold the keys (see 'Vacancies' page 21). Advice and observations about housing from the PCC are always welcome, via the Archdeacon.

In the case of non-parochial appointments, the DBF normally takes on the same responsibilities as a PCC.

Clergy should contact the Diocesan Surveyor if problems arise with their houses and if there are factors they think should be brought to the attention of the Committee.

## Provision and Disposal of Parsonages

The DBF has, within the limits of available finance, a responsibility to consider the replacement of unsuitable houses and to provide houses to meet new pastoral needs. The DBF serves notice on the PCC and the patron and obtains, if necessary, the approval of the Church Commissioners for such proposals. Under Common Tenure clergy occupying a parsonage have the right to object to the disposal of the parsonage. The PCC and the patron have a similar right. Any objection is to be referred to the Church Commissioners for the Isle of Man, who may veto the transaction.

When it builds new houses, or upgrades existing houses, the Committee endeavours to meet the standards suggested by the Church Commissioners for England in their publication "*Parsonages – A Design Guide*", known widely as the "Green Guide", but this is conditioned to some extent by funds available and variations agreed by the Committee.

This document can be found on the Church of England website:

<https://www.churchofengland.org/clergy-office-holders/pastoralandclosedchurches/pastoral/parsdesign.aspx>

(If you find this guide online on the Archdeacon's page of the diocesan website, then you will find this *url* as an active hyperlink which will take you directly to the Green Guide.)

If you are unhappy about or have other questions about the conditions of a parsonage house you are occupying or are responsible for you should contact the Archdeacon.

**Please remember that the Committee and the DBF have to take into account a wide range of factors, some of which may be confidential, in considering present and future housing provision. Furthermore we must always have an eye to the next family to live in that house, as well as any particular needs and wishes your family may have.**

## Vacancies

### *a. Leaving a parsonage*

If a property is to be vacated, it is essential that the Archdeacon be contacted as soon as a moving date is known. He will arrange for the Diocesan Surveyor to carry out an inspection of its condition within a fortnight before the date of the move and to agree with the occupant what is to be done before vacating in order to leave it in an acceptable state of repair. The Archdeacon (or Mission Partnership team leader) may also attend.

If the occupier is an Incumbent moving to another parish or post in England or off island, we would expect the receiving diocese to pay all removal costs and agree the preferred bidder.

If the occupier is an Incumbent moving off island to retire the Sodor and Man DBF undertakes to pay all removal costs, and as with a move to a parsonage on the island, the Archdeacon will ask for three quotations and he will direct which firm he wishes to be given the job.

Before leaving a parsonage house the occupant should ensure that:

- The gas, electricity and water meters are read at the latest moment possible
- Arrangements must be made by the outgoing occupant for all utilities to be paid for by the DBF and the billing address to be c/o the Diocesan Treasurer.
- Arrangements are made with telephone and other media suppliers for final accounts to be forwarded to their new address.
- The PCC is responsible for ensuring that none of the utilities or telephone should be disconnected as this leads to reconnection charges and inconvenient delays.

When vacating a parsonage, the occupant should ensure that it is left in a clean and tidy condition:

- All rubbish is to be disposed of, including unwanted furniture and carpets (other than benefice property)
- Cupboards emptied and cleaned
- Floors swept
- Bathrooms and toilets are clean
- Kitchen, cupboards etc. cleared of all food stuffs and perishables and the oven left clean and with all fittings
- If fitted fridges and freezers are a part of the DBF provision, please empty, clean, switch off and prop the door open.
- Please leave a working bulb in every light fitting
- If any bold or dark colours have been applied to walls or woodwork that they have been adequately painted white
- Garden tidied and grass cut

The house keys are to be left with the churchwardens, who must ensure that the Archdeacon is provided with a set as soon as possible, and they should keep a set. (Usually the Committee changes the locks on the arrival of the new Incumbent so as to ensure their complete privacy).

Failure to comply will result in the DBF seeking financial recompense from the former occupant.

### *b. Churchwardens' duties*

The churchwardens should also read the meters on the first day of the vacancy and ensure that any future bills (e.g. for oil, see below) are to be forwarded to the Diocesan Treasurer for payment (address on p.12).

They should inform the Archdeacon that the house is vacated.

## Emergencies

If an emergency occurs during normal working hours it should be reported to the Diocesan Surveyor who will organise the appropriate response. If the Surveyor doesn't respond immediately, please see emergency numbers.

In circumstances that require urgent attention out of office hours and the Diocesan Surveyor or others listed is not available for advice and assistance, the occupier is authorized to call out appropriate emergency services.

Before contacting an emergency call-out provider, please bear in mind that they will charge the DBF at 'out of hours' rates, which can be very expensive. Please consider whether the matter could wait until the Diocesan Surveyor can give instructions during office hours. **N.B.** inappropriate use of emergency call-out services may be charged to the occupant.

A list of current contact numbers is to be found at the end of this Guide. Whilst every effort will be made to ensure that these numbers are kept up-to-date, we may not manage this or you may have an old edition. An up to date list of emergency call-out numbers can be found online at the url addresses given at the end of this guide. Where possible this should be checked before relying on the numbers on the back of this booklet, which may be changed from time to time.

### **a. Break-ins**

In the unlikely event of a break-in inform the police and obtain a crime number. The police usually have contractors who will secure properties as necessary.

### **b. Gas leaks**

Inform Manx Gas using the Gas Emergency Number on 0808 1624 444.

### **c. Boilers and central heating**

Telephone the contractor responsible for the annual gas maintenance visit. If they are unavailable telephone the Diocesan Surveyor .

### **d. Burst pipes and plumbing**

Ensure that the water is turned off at the stop tap, and if appropriate call out a local plumber, preferably from our recommended list of contractors, or contact the Diocesan Surveyor.

### **e. Electrical failure**

The Committee is committed to replacing at an early opportunity all fuse boxes with RCD (circuit breakers).

If the RCD trips and fails to re-set on the power circuits to the household plug sockets the following action should be taken:

- Unplug all domestic items and re-set the switch.
- If it fails to re-set and it is considered an emergency contact the Diocesan Surveyor. If it re-sets, plug in individual items until the circuit fails, this would indicate a faulty appliance.

### **f. Intruder alarm malfunction**

As crime levels are so very low on the island, these are not usually fitted to our parsonages. If they are and they malfunction, please call out the alarm maintenance company (they usually place a sticker on the control unit).

### **g. Broken windows**

Generally, small repairs are the responsibility of the occupants, being seen as reasonable tenants' duties along with replacing tap washers. If a major or double glazed unit, contact the Diocesan Surveyor.

### **h. Storm damage to property or trees**

Call the Diocesan Surveyor. If other properties are damaged or passing traffic or pedestrians are in danger, inform the police.

## Standards

### **a. The Study**

This is primarily the place where the minister works, studies, prays and prepares and is not provided for any parish meetings except at the grace and favour of the Incumbent.

It should comply with the "Green Guide" as far as possible, especially for parochial clergy.

The current Green Guide standard minimum size (in a new build) for a minister's Study is 20m<sup>2</sup> for a Study where robes and office equipment are kept. If alternative and equally convenient storage provision is made this may be 18m<sup>2</sup>. We will be seeking to apply this standard to all studies in the future if physically and financially possible.

The Green Guide proposes that access must be distinct and private from the living quarters, well lit and visible from within. Furthermore access should be wheelchair-friendly.

There should also be access to a toilet, which is also private from the living quarters.

The Committee undertakes to provide up to 30m of adjustable spur type shelving fit for purpose of keeping theological books and working files in good order. Clergy may provide more at their own expense, but should take care not to damage walls or electrical fittings in doing so and must make good walls etc. upon vacating the property. In the cases where an extensive working library is a feature of a specific ministry (e.g. C.M.D. Adviser) the Committee may agree to fund extra shelving.

The Committee is responsible for floorcoverings in the Study and an entrance hall whereby the public gains access to the Study. We may also consider blinds for the windows, especially where those windows may be larger or more of them than might be found in a domestic context.

### **b. Kitchens and Utility Rooms**

When refurbishing a kitchen or bathroom the Committee will invite the occupants to choose fittings and design elements from within a standard range. The Diocesan Surveyor can give details of these.

Replacement of kitchen units will generally only be considered at an interregnum because of the disturbance caused during installation.

Refacing fronts and replacing worktops may provide a more economic alternative.

The DBF will provide vinyl floor coverings to kitchens and utility rooms.

The DBF will provide a basic, stand-alone cooker (two ovens and four ring hob) in white. If an Incumbent wishes to improve on this they do so in negotiation with the Archdeacon, at their own expense and the equipment remains benefice property upon their departure.

The Committee will provide connections for automatic washing machines and dishwashers. The equipment is the responsibility of the occupant.

Tumble dryers (except condensing dryers) need to be vented to open air. Owners should supply the venting kit and the Diocesan Surveyor will arrange for the relevant aperture for fitting to be cut.

Care should be taken to maintain all electrical equipment in good condition so as to prevent damage to benefice property.

### **c. Bathrooms, toilets and cloakrooms**

All tiles and sanitary ware installed henceforth will be white.

In the proper use of W.C.s we commend the "Three P" rule to our occupants: Pee, Poo & Paper. Please flush nothing else down the loo: no baby wipes (even it says they are biodegradable: before they degrade they will have blocked your drains!), no wet wipes of any kind for any purpose, no disposable nappies or sanitary goods. If the drains are blocked or damaged by any of these items, the occupants will become liable for the whole cost of their being cleared and repaired.

Modern baths and shower trays are usually manufactured from acrylic (a type of plastic). This material is very dura-

ble and colourfast. However, the high gloss finish to the bath can be permanently damaged by carelessness or by using unsuitable cleaning materials. Please do not use scouring powder, wire wool or bleach agents to clean bathroom fittings.

The Committee aim to provide at least one shower in each property. New showers will be powered and consideration will be given at triennial and interregnum inspections to the replacing of existing "ordinary" showers where this is warranted.

At an early opportunity extractor fans will be provided in all bath and shower rooms and when fitted these should be used appropriately.

The DBF will provide vinyl floor coverings to all bathrooms and toilets.

#### ***d. Bedrooms***

A parsonage should have at least four bedrooms, two of which should be doubles.

It is desirable that the main bedroom have an en suite bath/shower room and loo, but not essential.

It is similarly desirable that one bedroom be designated as a Guest Room and be equipped with a washbasin at least; this may be used by the parsonage family on the understanding that its prior purpose is to be a Guest Room.

If the occupant wishes to install fitted furniture at their own expense they may do so only with the consent of the Committee, please speak to the Archdeacon. If the fitting is to be removed upon departure the property must be made good at the expense of the occupant before the property is vacated and to the satisfaction of the Diocesan Surveyor or the Archdeacon.

The occupant of the parsonage should provide suitable floor coverings to three bedrooms, and the Committee will provide carpet for one, presumably the main, bedroom and the landing and stairs (see also 'Carpets', p.21) although if there are more than 4 bedrooms some consideration may be given to carpeting the extra at the discretion of the Archdeacon and depending on current funds available to the DBF.

#### ***e. Lofts***

The Committee expects to provide adequate loft insulation. When existing insulation is less than 100mm thick this will be upgraded to meet current standards (i.e suitable materials which as of 2015 give for the relevant structure, a U-value of not less than 0.25W/m<sup>2</sup>k) at the time of triennial or interregnum inspection.

The Committee undertakes to provide electric lighting and access ladders to all lofts.

Partial boarding will be provided where roof construction is suitable and where access is required for maintenance. Providing access for maintenance is not obstructed, this boarded area may be used for storage.

**N.B.** the roof spaces of modern trussed rafter construction should NOT be used for storage because of the design loading of the roof trusses. **If in doubt please consult with the Diocesan Surveyor.**

#### ***f. Care of the Garden***

In general, care of the garden is the responsibility of the occupant. Clergy and others who don't have quite as much skill or enthusiasm may well appreciate offers of help from 'green-fingered' parishioners!

At a time of inspection or vacancy if gardens are considered unkempt and overgrown the Archdeacon may authorize remedial work to be undertaken by contractors and the cost may be charged to the occupant or former occupant.

Paths, gates and boundary fences (other than routine clearing and cleaning) are the responsibility of the Committee.

Hedges are ordinarily the responsibility of the occupant, but the Committee may be willing to consider extraordinary help if hedges are overgrown upon a new minister's arrival, or in other special cases e.g. excessive length of hedges, say, above 200 metres.

Hedges should be kept to an easily manageable height, say between 1.2 – 1.5m (4 and 5 feet) high and up to 0.6 – 1m (2 – 3 feet) deep, and the Archdeacon should be informed of any gaps e.g. due to death of a part of the hedge.

Sometimes damp problems betoken much more serious building maintenance problems, and these should be reported to the Diocesan Surveyor and/or the Archdeacon if suspected. Condensation damage can be very expensive to rectify and the Property Committee could view such damage as neglect on the part of the occupant (see p.15).

expensive to apply and are expensive to cover over and the cost of doing so is not the Committee's responsibility. The Archdeacon will only consent to bold or dark colours on the understanding that the occupant will agree to have the walls concerned painted matt white, sufficient to completely cover the colour applied.

The Committee wishes to encourage clergy to keep their houses reasonably decorated and to this end the condition of the decor will be considered by the Archdeacon after each triennial report. Clergy may re-decorate more frequently at their own expense but if more than three years since the Committee last paid for re-decoration in a room we will consider paying for the materials. Before adding or changing wall coverings (e.g. wall paper or tiles) please speak with the Archdeacon.

Any redecoration needed as a direct consequence of authorized works will be undertaken by the Property Committee as part of the work. Redecoration will be to a basic standard.

If redecoration is required as a direct consequence of an insured event then the Diocesan Surveyor should be consulted so that the possibility of meeting the cost of remedial redecoration through an insurance claim can be investigated.

#### ***j. Curtains, Blinds and Curtain tracks***

The Committee undertakes to provide functional curtain hangings e.g. curtain rails or tracks at all appropriate windows. These should be left when the property is vacated.

Curtains or blinds are the responsibility of the occupant(s). Where curtains have been "inherited" from previous occupiers they may be disposed of as the new occupants see fit. However, if the curtains have been provided by the churchwardens or PCC either for security or as a gift to the new or current occupant, the donor should be consulted before disposal.

In the case of exceptionally high or wide or extensive windows the DBF may consider a grant towards all or part of the cost. Such curtains or blinds remain DBF property and should remain in the property until the Archdeacon agrees they are to be replaced.

#### ***k. Carpets***

The Committee will provide carpets or other suitable floor coverings in the Study, the access to the Study, the Hall and one other suitable room downstairs if it is to be used by the parish as a meeting room, as well the main bedroom, and, if there are more than four bedrooms, we will consider helping with any extra bedrooms. Only these carpets will be a part of the Triennial inspection.

Occupants are not to stick (or allow others to stick) carpet directly to the floor or to allow foam-backed carpet to become stuck over a period of time. Fibrous membrane or other barrier material must be used as underlay.

#### ***l. Condensation***

Modern properties suffer from problems due to condensation. Water running down the inside of the windows is obvious evidence of this, but it has less visible effects as well. Condensation can result in damage to decorations, mould growth (not always "black spot") on walls, rotting timberwork and mould in clothes. Usually it is not caused by structural faults but through incorrect heating and lack of ventilation.

Ventilation is vital and does not automatically cause heat loss. Comfort is a balance between humidity and temperature. Please ensure that all the year round there is adequate ventilation to all rooms to prevent obvious signs of condensation (steamed up windows and black spot mould) and the invisible damage done to property and health. Behind large items of furniture, e.g. wardrobes, please ensure that you leave sufficient room for air to circulate.

Where we deem it necessary, the Committee reserves the right to install extra ventilation e.g. air bricks or other passive ventilation. These are to be left unrestricted.

All of our houses have double-glazing and the Property Committee strongly recommends that permanent ventilation is included. Where extractor fans are provided in kitchens and bathrooms they must be used appropriately.

#### ***g. Trees***

The cutting down or lopping of trees within the parsonage grounds is the responsibility of the Property Committee. We will do our best to inspect them, but it is the responsibility of the occupant to report any concerns over the condition of the trees to the Diocesan Surveyor.

It should be noted that trees may be registered under the Tree Preservation Act 1993, in which case the licence of the Department of Environment, Food and Agriculture is required before any work to them is undertaken. Occupants should seek the advice of the Diocesan Surveyor if they are unsure.

New trees should not be planted near to the parsonage house. Poorly sited trees can cause damage to the structure of the property, the drains or boundary walls/fences. Remember the crown of the tree roughly equates to the size of its root system. Do remember that what may be a delightful tree to the owner can be a real problem to a neighbour who loses light and has to clear leaves from their property.

Care must be taken when removing trees. Some trees, in certain soils, if removed too quickly, can cause structural damage by 'ground heave'.

Advice on tree work is available from the Diocesan Surveyor

#### ***h. outbuildings, structural additions and landscaping***

Existing outbuildings on benefice property (e.g. a garage or a garden shed) remain the property of the DBF and are to be treated as part of the Vicarage i.e. no work is to be undertaken other than with the same permissions as the Vicarage itself. Similarly no additional outbuildings, landscaping features or structures (e.g. garden sheds, patios, chicken coops, fish ponds) are to be introduced anywhere on benefice property without the permission of the Property Committee.

#### ***i. TV Aerials***

The Committee is committed to providing one TV aerial to each property.

TVs and all auxiliary equipment remain the responsibility of the occupants.

Care should be taken to maintain all electrical equipment in good condition so as to prevent damage to benefice property.

#### ***j. TV Satellite Dishes***

These should only be fitted to a property in a discreet place on the external walls and the siting broadly approved by the Diocesan Surveyor; although we understand that the installation engineer may have different ideas – if these vary by more than a few metres, the Diocesan Surveyor must be consulted.

It is fitted on the understanding that when the property is vacated the Committee may expect that the device be removed and all making good is undertaken to the Archdeacon's or Diocesan Surveyor's satisfaction and at the occupier's expense. The same applies to specialist radio antenna.

Any damage caused to a property as a consequence of fitting such devices is the responsibility of the occupier.

All of the above applies to specialist radio antennae.



## Living in a Parsonage

### **a. Insurance**

All parsonages for which the Diocesan DBF of Finance has responsibility are insured under a comprehensive policy. However, the DBF only insures the buildings, and not the contents. Occupants must make their own arrangements for the contents of the house.

If damage to the fabric occurs the Diocesan Surveyor should be notified as soon as possible. It is a condition of the insurance that if the damage was malicious the local police are to be informed.

Depending on the nature of the damage it may be necessary to carry out emergency repairs. Where possible, the Diocesan Surveyor should be contacted first.

In order to consider an insurance claim, the Insurers will require a clearly itemised written estimate, a brief description of how the damage occurred, the date of the occurrence, and, if appropriate, the comments of the Archdeacon and the Diocesan Surveyor.

All insurance claims against the block policy must be made through the Diocesan DBF of Finance (contact the Diocesan Treasurer). All successful claims against the block policy are subject to an excess charge. For claims resulting from accidental damage it may be appropriate that the excess charge be borne locally. Please note that claims for the loss or theft of house keys and the subsequent replacement of locks are to be made on the occupant's household policies and not on the building insurance.

If other work is being carried out at the same time as insurance work, then care must be taken to ensure that only the insurance work is charged to the insurer, of course, and that a prior decision has been made with either the Diocesan Surveyor or the Archdeacon as to who is liable for the other work.

It should be noted that on a house expected to be vacant for more than thirty days, the insurance cover will be reduced.

It is a requirement of our policy that during vacancies the house must be checked daily for damage and security. This is a PCC responsibility.

### **b. Rates**

The payment of these is the responsibility of the DBF.

### **c. Telephone**

The DBF will provide a telephone and broadband internet connection to the house. At the time of the initial installation telephone socket points will be fitted as follows: one in the Study, one elsewhere on the ground floor and a third one at the discretion of the occupant.

Rental and other charges are the responsibility of the PCC, together with costs of installation of any additional telephone equipment and broadband internet. The Committee expects that PCCs will cover the cost of all business telephone and internet charges, showing a great deal of generosity towards their incumbents, as the clergy can scarcely function in the modern world without telephones and emails etc.

Similar negotiations towards the support of clergy use of mobile phones may also be considered generously and supportively by PCCs, given the extremely high cost of such equipment on the Isle of Man. NB: data roaming should be switched off at all times in view of its high cost particularly when outside the Isle of Man: failure to do so is likely to result in the incumbent being liable for the cost.

During a vacancy, the PCC pays the telephone account until a new appointment is made. This can be refunded via the sequestration account.

If possible the PCC should take the telephone in its own name, thus avoiding difficulties at vacancies. The occupant's name should, however, be inserted in the Manx Telephone Directory.

If it is necessary to use a ladder to gain access for repairs (e.g. cleaning gutters or similar), occupants should give careful regard to their own safety and should not lean ladders against plastic guttering.

Gutters at upper storey roof level are the responsibility of the Committee to have cleared and to maintain, but the occupant is responsible for checking their state and reporting any blockages to the Diocesan Surveyor promptly.

If such work is likely to assume significant proportions the Diocesan Surveyor will visit and if necessary make a report for the Property Committee's consideration. If damage occurs maliciously, accidentally or by storm then it may be possible to make an insurance claim.

### **e. Cracks**

Fine cracks in plaster are usually due to shrinkage and should be dealt with as part of the internal decorations.

Cracks which appear to be structural (e.g. in brick or stonework, or of greater than normal width, usually appearing on both the inner and other faces of the wall) may be due to structural movement or subsidence and should be reported to the Diocesan Surveyor and/or the Archdeacon as soon as noticed.

### **f. External Decorations**

This is the responsibility of the Committee and is normally to be carried out on a cyclical basis.

Occupants are expected to keep external surfaces clean and free of algae and other staining. Windows and frames should be cleaned regularly.

### **g. PVCu Doors and Glazing**

These fittings, while offering various advantages over softwood, do require a degree of care in their maintenance. PVCu windows and doors do not rot, warp or lose their colour in normal use. They can, however, be permanently damaged by carelessness and by using unsuitable cleaning materials.

Do not stand ladders directly against a PVCu windowsill. Do not use a blowtorch or any other very hot appliance near to the window. The glazed areas should be cleaned as normal glass. The PVCu section should be cleaned with a non-abrasive liquid cleaner. Do not clean with scouring powder, wire wool or bleach.

PVCu windows or doors must not be painted, nor should curtain fittings be fitted directly to the window frame.

### **h. Central Heating and Gas Appliances**

Gas and oil fired central heating boilers and gas fires in parsonage houses are serviced annually at the expense of the DBF. Under the terms of the service agreement, if there is a problem with the central heating or gas fires the first call should be to the maintenance contractor allocated to the parsonage. The contractor will issue a Landlord's Gas Safety Certificate after the annual maintenance visit. The DBF has negotiated a maintenance contract for all parsonages, and expects the contractor to invoice the DBF directly to the Diocesan Treasurer.

If there are any queries in respect of maintenance contracts, please contact the Diocesan Surveyor.

**N.B.** No work is to be undertaken by other contractors on central heating systems or gas fires without the prior approval of the Property Committee.

### **i. Interior Decoration**

In general, interior decoration is the responsibility of the occupant, but please note the following points:

Parsonage houses will be re-decorated for the arrival of each new minister, as agreed with that minister (and family, if applicable) and the Archdeacon.

Similarly, work under taken by the Property Committee at the point of the triennial inspection will usually be at the expense of the DBF.

The Committee has no wish to dictate internal colour schemes, but it does request that bold or dark colours should not be applied to walls or woodwork without the specific consent of the Archdeacon as these colours can be more



## Maintenance, Improvement and Repairs: Work to the Vicarage

**N.B.** Non-emergency expenditure must not be incurred without the Committee's prior approval. An emergency is e.g. a serious internal leak of water beyond which a bucket beneath a ceiling or a towel beneath a radiator might not contain overnight or any leak of heating oil.

Clergy have an ongoing responsibility to look after the house, and to keep it in good order between Triennial inspections and to ensure that routine repairs are carried out, as indicated below. Further to this, maintenance and improvement work will generally be undertaken when the house is vacant as far as possible, but may be consequent upon a Triennial Inspection.

### **a. Standard of work**

Suggestions of good contractors are always welcome and may be referred to the Diocesan Surveyor and the Archdeacon. We will also welcome comments on the standard of works done, the promptness and reliability, general attitude and manners, of contractors.

In major works the Diocesan Surveyor, and only he, will be responsible for drawing up contracts, specifying, tendering and taking on the role of Clerk of Works. He will sign off on a project and authorize payments. All concerns the occupiers may have should be referred to him.

In the case of minor works we rely on the occupiers, specifically the minister, to keep the Archdeacon and Diocesan Surveyor fully informed and to tell us that work has been completed to your satisfaction before we authorize payment.

### **b. Health and Safety at Work**

All contractors working for the DBF do so within the current Health and Safety at Work Regulations. Occupants are asked to take extra care of themselves, their children and their pets, when contractors are present in the house. The Diocesan Surveyor should be contacted for advice on any Health and Safety at Work matters.

### **c. Infestation and Rot**

#### *Infestation*

Infestation by rats, lice, wasps or other pests should be reported to the local authority, and the Diocesan Surveyor, by email, as quickly as possible. Reporting of pests and infestation to the appropriate civil authority and to the Diocesan Surveyor is the responsibility of the occupant. The Surveyor will inspect the property and the Committee will pay to have a serious issue dealt with. We note that the occasional presence of e.g. rodents is both inevitable and the responsibility of the occupants.

#### *Rot*

Fungal growth or other signs (especially smell) of suspected rot should be reported without delay to the Diocesan Surveyor and the Archdeacon.

#### *Woodworm*

It is expected that occupants will examine their own belongings for woodworm before introducing them into a parsonage. Thereafter, occupants must keep an eye open for new and active woodworm outbreaks in their furniture or the parsonage's fittings and structure, and inform the Diocesan Surveyor immediately upon detecting suspicious signs.

### **d. Rainwater goods**

Gutters, downspouts and drains should be kept clear and running freely and small jobs (e.g. changing tap washers etc.) should be undertaken on a DIY basis or arranged at the incumbent's expense. The clearing of gutters and downspouts, especially at higher level, will ordinarily be the responsibility of the Committee. The occupant must make every effort to keep drains at ground level clear.

### **d. Gas and Electricity**

The cost of these is the responsibility of the occupant, but if a parsonage is used for work e.g. a Study for preparation and administration, and meetings in the Study or elsewhere, then clergy should claim against their tax for heating, lighting and cleaning.

### **e. Water**

Lead water pipes are unacceptable and will be replaced at an early opportunity by the Committee.

The Water Authority may be asked to ascertain the nature of connecting pipes.

If the occupant has any concerns please speak to either the Diocesan Surveyor or the Archdeacon.

### **f. Security**

The Property Committee will ensure that parsonages are made secure to a reasonable standard and the satisfaction of the minister and their family.

Basic security measures that we would expect to provide in all houses are:

- window locks to ground floor windows

- five lever mortice locks to entrance doors

- external security lights with motion sensors

If an intruder alarm system is fitted, the DBF is responsible for its maintenance, however it is not the policy of the DBF to fit intruder alarms in all parsonages due to the very low level of crime against property on the island at this time.

If you have concerns about Parsonage security, please contact the Diocesan Surveyor in the first instance.

### **g. Smoke and Carbon Monoxide Detectors**

The Committee undertakes to fit smoke detectors/alarms in their houses.

We will fit carbon monoxide detectors/alarms in houses with gas and solid fuel fires where advised by the Diocesan Surveyor or the chimney sweep or gas engineers.

Occupants are responsible for notifying the Diocesan Surveyor if they presently do not have a smoke detector/ alarm and if they feel their property should be fitted with a carbon monoxide detector/alarm.

It is the responsibility of the occupant to ensure appropriate batteries are fitted and the detectors are checked regularly.

### **h. Business Use of a Parsonage House**

If a member of the occupant's household wishes to carry on a trade or business of any type from the property, he or she must first obtain the written consent of the Archdeacon on behalf of the DBF. This is because some activities may be detrimental to the state of the house or affect relations with neighbours, the work of the church, the reputation of the church or minister or the insurance of the property. Any change of use may require planning approval. No costs incurred from such business activity is payable by the DBF. A rent may be claimed by the DBF from the business.

### **i. Parish Office**

The location of a Parish Office (as distinct from the minister's Study) in a Parsonage is strongly discouraged by the Committee. The parsonage and grounds, including the drives and any off road parking provision, is intended to be the private home of the minister and family. Any use by the parish or wider church is by the grace and favour of each minister, and must be discussed with the Archdeacon as well as the minister and family. Any such agreed use will be subject to periodic review and cannot be imposed on the minister's successors.

### **j. Improvements**

Improvements are normally carried out following the triennial and vacancy inspections. Improvement work is subject to the availability of funds and the Committee's approval. The Committee, working within its financial constraints, endeavours to improve older parsonages to the current standard, although in some houses this is not practicable.

Occupants must not attempt any D.I.Y. improvements without the consent of the Archdeacon and the Diocesan Surveyor, and must never attempt any which affect utilities, central heating and internal layout.

Any improvement work put in hand without prior approval of the Archdeacon and the Diocesan Surveyor will not be funded and the occupant may be held liable to restore the property to its prior condition.

#### ***k. Neglect of Houses***

We are pleased that virtually all occupants look after their houses and keep them in good decorative order. In very rare cases, though, it is evident that reasonable care has not been taken, and in these circumstances, after inspection by the Archdeacon and Diocesan Surveyor, the Committee may charge the occupant the cost of work required to bring it up to an acceptable standard.

#### ***l. Animals***

Occupants are entitled to keep pets in the house and garden, but are expected to show common sense and consideration of others and the property and grounds in their choice of animals.

The Committee is not responsible for any fencing or enclosures needed, but are to be consulted about their construction on benefice property. Any such built must be removed before vacating the property and any damage to the parsonage house or land made good at the expense of the occupant who fitted or had them fitted.

Houses are inspected every three years by the Diocesan Surveyor, and when a vacancy is to be filled. (It is hoped that as we raise the standard of parsonages over the next few years that we may be able to reduce this to every 4 or 5 years).

Reasonable attempts will be made to contact the occupants and give at least one week's notice.

Occupants must make the entire building available and accessible to the Diocesan Surveyor. Failure to do so could result in occupants being charged for a return visit to complete the survey.

The report is forwarded to the Archdeacon on behalf of the Committee, and a copy is sent to the occupant (in the case of a triennial inspection) or the churchwardens (in the case of a vacancy).

The Committee reserves the right to delay or bring forward a Triennial Inspection.

Houses that are considered unsuitable and on the current list for replacement will not normally qualify for any improvement works.

Parochial clergy should share the contents of the Triennial Inspection report with the PCC. Comments are invited on the report, specification and any improvements that might be considered. If no comments are received in writing within four weeks, the Diocesan Surveyor will put the work in hand.

The Diocesan Surveyor will try to make a supervisory visit to the site while work is in progress. Problems or concerns should be reported to him to allow him to relay these to the contractors.

The Diocesan Surveyor has been instructed that when triennial/vacancy works are completed he should, wherever possible, inspect them in the presence of the occupant and the contractor. The responsibility remains with the Diocesan Surveyor to ensure that the schedule of works is completed satisfactorily. The occupant can, however, politely point out to the Diocesan Surveyor areas of work felt to be sub-standard or incomplete.

In cases of dispute, the Diocesan Surveyor will carry out an inspection of the disputed work and make a decision. If this is not conclusive Diocesan Surveyor will ask the Archdeacon and/or other members of the Property Committee to visit and come to a decision.

A contractor's performance report will be issued to the occupant for completion and returning to the Diocesan Surveyor. This will assist the Property Committee in monitoring the work of the contractors etc.