

# **Methodist Church of New Zealand**

## **Te Hahi Weteriana O Aotearoa**

**Administration Division**  
P O Box 931  
CHRISTCHURCH

**Information Leaflet No. 50**

February 2003

# **PARSONAGES**

## **PREPARING FOR A NEW MINISTRY**

### **A LOOK AT ACCOMMODATION**

#### **INTRODUCTION**

Parsonages are primarily a residence provided by a Parish for the private use of a Presbyter and his/her family, during the duration of the ministry within a Parish or a Division. It needs to satisfy the requirements that any of us might have in a modern home.

There are generally accepted guidelines that should be followed when considering the provision of a parsonage dwelling and its furnishings. However, specific situations may result in variances from the standard being appropriate, e.g. a single person in a four bedroom plus study house could be considered unsuitable.

National statistics, indicate that the average New Zealand household changes residence every 5½ years, therefore with the current trend for ministries being around 7 years, it is not unreasonable to consider the possibility of buying and selling or renting for individual situations.

## **WHAT ARE THE MATTERS TO BE CONSIDERED WHEN BUYING OR BUILDING A PARSONAGE?**

The parsonage will have to be home for various families and individuals, it is best that it be of straight-forward good design. The house should serve as a supportive background to the lives of those within.

### **Location\Neighbourhood**

Within the community and the Parish, proximity to schools, shops, etc. Consideration needs to be given to the future re-marketable potential in the event of the parish subsequently wishing to dispose of house.

### **Orientation**

To the sun, view, garden, etc.

### **Presentation to the Street**

Does it fit the neighbourhood scene?

### **Public and Private Aspects**

Are there private sitting-out areas?

Are there any security implications - e.g. lighting, safety for children?

Are there smoke alarms fitted?

### **Access**

The expectation that the Parsonage should be a focus of parish life, is now not so prevalent. It is, also, important to respect the private life of the parsonage family. To this end, the entry area to the study, should be separate from the living area of the house, obvious and easy to find.

### **Adequacy, Size, Number, and Inter-Relationship of Rooms**

Are the living areas capable of supporting, up to two groups simultaneously (family and meeting or counselling if appropriate)?

Can guests be accommodated (3-4 bedrooms)?

Are storage facilities and built in wardrobes suitable?

Is there a degree of separation of washing facilities - i.e. separate W.C., shower, bathroom?

Are the kitchen/living areas sunny and pleasant?

What form and size of study is required? (This may be affected by the proximity of the church office, however, it must not be assumed that every Presbyter, will be happy with the same working arrangements, therefore flexibility is desirable.)

Is there appropriate garaging - preferably double.

## **Adequacy of Property for the Disabled**

Concern has been expressed about the suitability of certain types of houses as parsonages. It is preferable for the parsonage to be single storey, but if this is not possible, at least one double bedroom with adequate bathroom and toilet facilities should be on the ground floor, together with the living areas.

If there was a change of ministry in your parish, would the parsonage be able to meet the needs of a disabled person?

- (a) within the house
  - bedrooms?
  - living rooms?
- (b) access to the section and community facilities?

**Ease of Maintenance** - Applies to both house and section.

**Town Planning Requirements** that relate to the purchase or building of the house.

## **Flooding, Drainage and Elevation**

## **Access to House and Garaging**

## **Soundness of Construction**

## **Land Claims**

This should be considered when the Land Story is being prepared as part of the process undertaken when an application for permission to purchase is being prepared for submission to District Property Advisory Committee and Church Building and Loan Fund Committee.

## **Insurance**

The Parish is responsible for insuring the parsonage building, and the contents which are provided by the Parish, e.g. floor coverings, drapes, curtains, light fittings, etc.

<p style="text-align: center;"><b>WHEN A PARISH IS CONSIDERING BUILDING A PARSONAGE, WHAT SHOULD BE THE STEPS TAKEN?</b></p>
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Prior to considering the site, or appointment of an architect etc. it is essential that the parish consider its total strategy for the future needs of the parish, this should preferably be undertaken in association with the Synod and District Property Advisory Committee. Subject to obtaining the prior consent of the Synod, the plans can be prepared by a member of the Master Builders' Association, however the Church Building and Loan Fund Committee strongly encourages the use of an architect, which is important to ensure compliance

with the Building Act 1993, who will not only design, but can oversee the whole building project.

## **WHAT IS THE POSITION REGARDING PARSONAGE FURNISHINGS?**

Within the Methodist Church the Presbyter / Deacon is responsible for providing most of the furnishings of the parsonage.

For information the following are the furnishings which remain the responsibility of the Parish, Circuit or Division to provide in the parsonage:

\*\* All rooms should have floor coverings of a neutral tone and design, drapes and curtains, and suitable light fittings.

\*\* The lounge, dining room and study should all have an efficient source of heating, fireguards being provided for open fires.

\*\* The kitchen should be well planned, with plenty of bench space, cupboards and power outlets. It should have a reliable and efficient stove.

\*\* An efficient hot water service should be supplied.

\*\* At least two telephones should be installed and be interchangeable between jack points in the main bedroom, study, and in a living area.

\*\* The study should be equipped with a large desk with drawers, and a comfortable office chair. At least 40 metres of book shelving (preferably with variable spacing or shelves) and at least 3 cubic metres of shelved cupboards should be provided. A metal filing cabinet (while not essential) is advisable as it provides continuous filing of on-going records irrespective of changes in ministry. At least two comfortable chairs should be provided for visitors use.

\*\* The Presbyter is responsible for arranging insurance cover for their own possessions in the same way as any other member of the community. (Refer to Information Leaflet 33 – Insurance.)

## **PRESBYTER'S RIGHTS AND RESPONSIBILITIES?**

### **RIGHTS**

To treat the place as their own home.

To be free to have whom they wish enter the property.

### **RESPONSIBILITIES**

To make regular monthly payments of rent, which is by way of a deduction from stipend and is therefore income that is not actually

To have privacy within the property for them, their family and guests.

To expect repairs and maintenance to be attended to promptly.

*Where a Minister dies the spouse shall be entitled to continue occupancy of the house applicable to the appointment until the end of that Connexional Year or for three months after the death of the Ministry, whichever is the longer.*

Law Book 2.24.3

received, in the hand.

To promptly advise the Parish Property Committee of any maintenance requirements, as the need arises.

To care for the property keeping it in a good and tenable condition and to accept responsibility for any repairs resulting from damage caused by self or the family.

To encourage/permit representatives of the Parish Property Committee to inspect the property periodically, to ensure that maintenance needs are being actioned.

To permit the District Property Advisory Committee to review at least every three years, the adequacy of all accommodation provided.

Law Book 2.24.6

## PARISH'S RIGHTS & RESPONSIBILITIES?

### RIGHTS

To have the house and grounds, treated with respect and cared for, in a responsible manner.

To have access to the property, after giving reasonable notice, to determine any maintenance needs.

To be informed promptly of maintenance requirements.

To regularly (annually) inspect the property to determine required maintenance and upgrading.

To have support from the District Property Advisory Committee when

### RESPONSIBILITIES

To provide a residence of good standard that meets the requirements as determined by the Conference.

To maintain the property, with regular attention to painting, paperhanging and provided furnishings.

To insure the building and provided contents.

To regularly (annually) inspect the property to determine required maintenance and upgrading.

To consult with the District Property Advisory Committee when dealing with all appropriate property matters.

dealing with Property matters relating to the parsonage.

To have inspections from the District Property Advisory Committee members three yearly and prior to any change of Ministry within the parish, and advise regarding any maintenance etc. that needs attention.

To respect the privacy of the ministerial family.

To have parsonage and grounds clean, inviting and well maintained for incoming Presbyters when a change of ministry is taking effect.

To consult, where possible, with the new Presbyter with regard to any major refurbishment etc.

To seek the support of the D.P.A.C. and obtain the approval of the Church Building & Loan Committee before building, buying, selling, or making any structural alterations to the parsonage

<p style="text-align: center;"><b>DISTRICT PROPERTY ADVISORY COMMITTEE RIGHTS AND RESPONSIBILITIES</b></p>
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**RIGHTS**

To expect early consultation by Parishes on any matters relating to sale, purchase or alteration of parsonages. To be available to assist and advise parishes on any matter relating to the sale, purchase or alteration of parsonage.

To inspect the parsonage, after negotiations with the presbyter and the parish, at least three yearly and especially just prior to any change of ministry.

To initiate annual reviews of the adequacy of all accommodation provided, whether occupied by a minister or not.

**RESPONSIBILITIES**

To be available to assist and advise parishes on any matter relating to the sale, purchase or alteration of a parsonage.

To ensure that the Parsonage is of adequate standard to meet the need of the Presbyter and family.

*To initiate at least every three years reviews of the adequacy of all accommodation provided, whether occupied by a minister or not, and to initiate appropriate action as required. Refer Law Book 2.24.6*

To be advised of action taken as a result of recommendations made to Parishes.

## GENERAL

### **WHEN A CHANGE OF MINISTRY TAKES PLACE, FROM WHAT DATE SHOULD THE CHANGE OF OCCUPANCY OF THE PARSONAGE TAKE EFFECT?**

A new ministry becomes effective from the 1st February, and it is generally recognised that while the date when possession of the parsonage is given is subject to negotiation between the Parish and the Presbyters concerned, it should be available during the third week of January. The last Sunday in January should usually be treated as the Sunday which is free to enable the family to settle into their new environment. The Induction should usually be held during the first week of February, with ministerial responsibilities being effective from the first or second Sunday, as appropriate.

### **HOW IS PARSONAGE RENTAL RECEIVED FROM THE PRESBYTER, TO BE USED?**

The rental deductions from the stipend should be set aside, and used for maintenance purposes. Refer Law Book 3:11.4 – *“A first priority for the use of rentals received in respect to any parsonage including rentals from Ministers, shall be for the maintenance of the parsonage.”*

### **CAN THE PARISH RENT ACCOMMODATION FOR THE PRESBYTER?**

In unusual or exceptional circumstances a Parish may choose to rent accommodation for the Presbyter and their family. The Parish would be responsible for the payment of rent and could only charge the Presbyter the Standard Parsonage rental. It is the normal custom for the Parish to own the Parsonage.

### **ARE PRESBYTERS OBLIGED TO LIVE IN PARISH-PROVIDED ACCOMMODATION?**

Subject to the satisfaction of certain provisions they may live in other accommodation.

The Presbyter should apply to the Synod Superintendent for permission to live in other accommodation. The Synod Superintendent must be satisfied that availability for stationing and ministerial effectiveness will not be diminished by the Minister residing in other accommodation [Law Book 2:24.4.1]. *“Where permission is granted, and the Minister is living in accommodation at the Minister's expense a housing allowance as from time to time determined by Conference shall be paid to such Minister”* Law Book 2:22.4.2.

If a Presbyter decides to purchase his/her own home and the parsonage is sold, the proceeds of the sale must be deposited in the Methodist Trust Association, or Property Realisation Funds of the Church Building and Loan Fund and retained for later replacement of ministerial housing.

If the parsonage is let, the rental received by the parish, may be used to help meet the housing allowance that is payable to the Presbyter, as outlined below.

### **WHAT ARE THE FINANCIAL IMPLICATIONS TO THE PARISH OF A PRESBYTER LIVING IN THEIR OWN HOME?**

In accord with the decision of Conference, Presbyters living in their own home are entitled to a housing allowance, equivalent to 1/6th of the Standard Stipend. This is represented by a taxable grant and the non payment of rental which is part of the normal stipend package, of those Presbyters living in a parsonage. Refer Law Book 2.24.4.2.

### **FURTHER REFERENCES.**

Information Leaflets:

- No. 40      The Church and Property
- No. 5.      Removals, particularly page 2
- No. 33.     Presbyters, Parsonages, Household Goods and Insurance
- No. 81      Handbook on the Methodist Church's Insurance

Law Book Section 2:24.1-6; Section 3:12; Section 9