

The Methodist Church of New Zealand
Te Hahi Weteriana O Aotearoa

Administration Division
P O Box 931
Christchurch

Information Leaflet No. 41

March 2003

**GUIDELINES FOR ADMINISTRATION
OF
PROPERTY IN UNION AND CO-
OPERATING PARISHES**

**REQUIREMENTS OF THE CHURCH
BUILDING
AND LOAN FUND**

(Committee of the Board of Administration)

INTRODUCTION

The Church Building and Loan Fund Committee of the Board of Administration is aware that in Union and Co-operating Parishes, there are added frustrations, in having to deal with varying denominational bodies, whose procedures and responsibilities may be unfamiliar to both the Presbyters and local officials.

In an effort to clarify the situation as it affects Methodist property and related matters including use of Methodist Funds, the following procedures are outlined to provide a background of expectations at both a District and a National level.

**DEFINITION OF THE CHURCH BUILDING AND LOAN FUND AND
ITS COMMITTEE - ITS FUNCTIONS AND PURPOSES**

The Fund is administered by the Board of Administration, with the Committee accountable to the Board of Administration.

A. Property

- Its purpose is to assist in the erection of Churches and other Buildings for Church purposes, including approval of plans etc.
- The provision of housing for ministers.
- To assess the desirability of sale, purchase or other action re property.

B. Finance

- To receive applications for, and decide upon terms, conditions and granting of loans.

PROCEDURES THAT ARE ENCOURAGED TO BE FOLLOWED

GENERAL

- Working out the basic 'mission strategy' by the Parish, while liaising with the District Property Advisory Committee, and the Joint Regional Committee.
- Inform the Church Building and Loan Fund Committee of proposal from the very earliest stages of planning.
- All projects shall be approved by the congregation through a Parish meeting, the Parish Council, the District Property Advisory Committee, and the Church Building and Loan Fund.
- Appropriate entries must be made in the Parish Property Schedule for all property movements, and include original source or application of funds.

SPECIFIC

A. Proposed Purchase of Existing Building, e.g. Parish House.

- (i) View Properties that meet the requirements. Appendix I.
- (ii) Obtain a registered valuer's report on the property proposed to be purchased.
- (iii) Arrange an inspection by the District Property Advisory Committee, to enable them to make their recommendations to the Church Building and Loan Fund Committee.
- (iv) Complete the land Story of the Property being purchased, based to Title searches, and local-oral and written history of the area, paying particular attention to any issues of confiscation, etc.
- (v) Make sure that the appropriate entries are made in the Parish Property Schedule of contributions from participating denominations.

- (vi) Detail Financial Resources and how any borrowing are to be serviced.
- (vii) When a Sale and Purchase Agreement is about to be entered into, make it conditional "on the approval of the Board of Administration Methodist Church of New Zealand".
- (ix) Title of the property shall be vested in the national or diocesan trustees, as the case may be, of one or other of the participating congregations, to be held according to the regulations of the Churches which are represented and in accord with the prepared agreement.
- (x) If title is held by the Methodist Church of New Zealand, arrange adequate insurance with the Methodist Church's Insurance Fund, or other appropriate arrangements for other title holders.

B. Proposed Building and Development of a New Building or Substantial Improvement of an Existing Building

- (i) Appoint an Architect.
- (ii) Prepare a Brief for the Architects.
- (iii) Keep the District Property Advisory Committee informed and seek their advice through the preliminary stages of development, as well as the Joint Regional Committee.
- (iv) Submit the Brief, sketch plans followed later with working drawings, and specifications to the Church Building and Loan Fund Committee, through the Board of Administration.
- (v) Prepare an "Application for Permission to Erect a Building" form with details of financial resources and implications and submit to the Church Building and Loan Fund Committee through the Board of Administration.
- (vi) Obtain several tenders for the project, and in consultation with the Architect accept the most appropriate, **after** approval to proceed has been given by the Church Building and Loan Fund.
- (vii) If loan finance is required, set out requirements, and how it will be serviced.
- (viii) Make sure that the appropriate entries are made in the Parish Property Schedule of contributions from participating denominations.
- (ix) Make sure that Contractors All Risk Insurance is provided during construction, and that adequate cover is provided when the project is completed.

C. Proposed Sale or Disposal of Property held in the Name of the Methodist Church of New Zealand

- (i) Obtain a Registered Valuer's report on the property proposed to be sold.
- (ii) Consult with the District Property Advisory Committee who will need to report to the Church Building and Loan Fund Committee.
- (iii) Complete an application for "Permission to Sell a Property" form, with details of appropriate resolutions passed, forward to Board of Administration, Methodist Church of New Zealand.
- (iv) Complete the Land Story of the Property being sold, based to Title searches, and local oral and written history of the area, paying particular attention to any issued of confiscation, etc.
- (v) When approval to sell has been received from the Church Building and Loan Fund committee, it is possible to proceed with the sale, provided the settlement price is in accord with the approval given.
- (vi) Sale and Purchase Agreement can be signed by representatives of the Parish, after obtaining written approval of the Executive Officer of the Church Building and Loan Fund, but must always have as a condition "subject to the approval of the Methodist Church of New Zealand".
- (vii) Proceeds will need to be deposited in the Property Realisation Fund of the Church Building and Loan Fund, until required for approved capital projects within the Parish.
- (viii) Advise Insurance Fund when sale is completed to enable cover to be cancelled.

APPENDIX I.

PARSONAGE REQUIREMENTS

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.

THE PARSONAGE FURNISHINGS

Within the Methodist Church the Presbyterian/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.)

[A NOTE ON PARSONAGE MAINTENANCE: As a guideline, floor coverings could be replaced every 10 years, and redecoration done every 5-7 years. The rent received for the parsonage would be adequate usually to cover these expenses.]

<p>REMINDER: Please keep Church Building and Loan Fund Committee informed of your proposed developments early, and step-by-step, until a project is underway, or finalised.</p>
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