

MANSE REVIEW POLICY

(Approved 01/27/07)

During the transition period between pastorates, the following observations of the manse shall be made in order to generate records of conditions in order to protect all parties (outgoing and incoming ministers, the church, and the presbytery) from misunderstandings that may lead to hard feelings and potential future liability:

1. **Outgoing Walk-Through:** Prior to the departure of the outgoing minister, there shall be a “walk-through” of the manse to observe and record existing conditions at that time using the attached Manse Review Form and to make note of necessary repairs to all parts of the manse. Participants in this “walk-through” shall include the outgoing minister, the Committee on Ministry liaison to the church, and representatives of the church. The Clerk of Session shall be responsible for initiating and coordinating this initial “walk-through” and for distribution of copies of report forms to the Presbytery Office and building/facilities representatives of the local Session within 2 weeks of the “walk-through.”
2. **Professional Inspection:** If potential concerns are identified during the Outgoing Walk-Through, the church shall retain a professional inspector to perform additional inspections as needed. The Clerk of Session shall be responsible for initiating and coordinating these additional inspections. Copies of subsequent professional reports shall also be provided to the same parties within 2 weeks of receipt of the reports by the Session.
3. **Incoming Walk-Through:** After all necessary repairs have been made and unacceptable conditions have been rectified by the church and immediately prior to the arrival of the incoming pastor, the Committee on Ministry Liaison to the Pastor Nominating Committee shall do a "walk through" of the manse with the Pastor Nominating Committee, the incoming minister, and other church representatives, making note on the Manse Review Form of the condition of the manse at the time of occupancy by the new minister. Copies of previous Manse Review Form(s) and professional reports shall be available for reference during this “walk-through.” The Clerk of Session shall be responsible for initiating and coordinating this final “walk-through” and for distribution of copies of report forms to the Presbytery Office and building/facilities representatives of the local session within 2 weeks of the inspection.

The Manse Review Form recommended for use in the above-noted “walks-through” follows beginning on page 2. The Committee on Ministry also commends this form for use during annual reviews of the manse conditions by ministers and sessions that shall include annual walks-through. Concerns about the condition of housing provided for ministers and/or discrepancies about the condition of the housing can be alleviated by routine reviews and dealing with issues and problems as they may occur.

MANSE REVIEW FORM

Church _____ Pastor _____

Property address _____

Date of review _____ Reviewed by _____

Signatures: _____
Church Representative Pastor

COM Representative Others

IMPORTANT NOTE: Many items on this Manse Review Form deal with observations of conditions related to cleanliness and state of repair. Most of these conditions can usually be adequately observed and assessed by non-professionals. However, some items may include aspects that deal with health, and safety matters which can only be assessed by qualified professionals such as trained home inspectors, architects, or professional engineers with experience making condition assessments of residential facilities. These items may include:

1. Structural conditions such as cracks in foundation and building walls, floors, or ceilings, or sagging floors or roofs; (S) *
2. Adequacy and conditions of electrical systems; (E) *
3. Adequacy and conditions of mechanical systems (heating, ventilating, and air conditioning) including conditions of chimneys; (M) *
4. Adequacy and condition of plumbing systems; (P) *
5. Presence of operational smoke, carbon monoxide, and radon detectors; (D) *
6. Condition and operation of appliances in kitchen and laundry; (A) *
7. Potential presence of asbestos containing materials (such as in tile flooring and pipe insulation), lead pipes, lead-based paint on walls or on window or door frames, termites, mold, standing water in basement, or evidence of roof leaks. (H) *

Whenever possible, and certainly when there are any questions or concerns about any of these health and safety items, the church shall retain the services of a trained professional to observe, assess, and test these items and prepare formal reports with recommendations for remedial work where needed. Home Inspection Services are listed in the Yellow Pages of most telephone books. Copies of these professional reports shall be filed with the Presbytery Office and building/facilities representatives of the local session.

- * Letters used in Manse Inspection Form to indicate item where there could be a life, health, or safety matter of concern (e.g. Foundation (S, H) implies there could be cracks in the foundation walls or ground water leaking through the walls into the basement).

Please enter an "X" if work needs to be done. Leave blank if already satisfactory. Copies shall be given to Pastor, Clerk of Session, Church office, and Presbytery office.

Exterior Curb Appeal

	Needs cleaning/ painting	Needs repairing/ Replacing	Description/Comments
1. Lawn			
2. Shrubbery			
3. Trees			
4. Other plantings			
5. Sidewalk & curbs			
6. Driveway & curbs			
7. Fencing			
8. Deck (S)			
9. Patio			
10. Pool (S, E, P)			
11. Ext. siding /bricks			
12. Roof (S, H)			
13. Windows/Screens			
14. Doors			
15. Trim			
16. Lighting fixtures (E)			
17. Gutters			
18. Chimney (M)			
19. Porches (S)			
20. Garage (S)			
21. Foundation (S, H)			
22. Steps & Railings (S)			
23. Other features			

Living Areas

I. Entrance Hall/Foyer	Needs cleaning/ painting	Needs repair/ replacing	Description/Comments
1. Floor covering (H)			
2. Walls (S)			
3. Windows			
4. Ceiling (S)			
5. Woodwork			
6. Doors			
7. Lighting fixtures (E)			
8. Closet(s)			
9. Stairs & Railings			
10. Other features			

II. Living Room	needs cleaning/ painting	needs repair/ replacing	Description/Comments
1. Floor covering			
2. Walls (S)			
3. Windows			
4. Window treatment			
5. Ceiling (S)			
6. Woodwork			
7. Doors			
8. Lighting fixtures (E)			
9. Fireplace (M)			
10. Other features			

III. Dining Room	needs cleaning/ painting	needs repair/ replacing	Description/Comments
1. Floor covering			
2. Walls (S)			
3. Windows			
4. Window treatment			
5. Ceiling (S)			
6. Woodwork			
7. Doors			
8. Lighting fixtures (E)			
9. Other features			

IV. Family Room/Den	needs cleaning/ painting	needs repair/ replacing	Description/Comments
1. Floor covering			
2. Walls (S)			
3. Windows			
4. Window treatment			
5. Ceiling (S)			
6. Woodwork			
7. Doors			
8. Lighting fixtures (E)			
9. Fireplace (M)			
10. Other features			

V. Other rooms (Sun room, etc.)	needs cleaning/ painting	needs repairing/ replacing	Description/Comments
1. Floor covering			
2. Walls (S)			
3. Windows			
4. Window treatments			
5. Ceiling (S)			
6. Woodwork			
7. Doors			
8. Light fixtures(E)			
9. Fireplace (M)			
10. Other features			

VI. Kitchen	needs cleaning/ painting	needs repair/ replacing	Description/Comments
1. Floor covering (H)			
2. Cabinets			
3. Countertops			
4. Walls (S)			
5. Ceiling (S)			
6. Windows			
7. Window treatments			
8. Doors			
9. Lighting fixtures (E)			
10. Range/oven (A)			
11. Sink (P)			
12. Dishwasher (A)			
13. Refrigerator (A)			
14. Garbage Disposal(A)			
15. Hood fan/light			
16. Other features			

VII. Bath(1)	needs cleaning/ painting	needs repair/ replacing	Description/Comments
1. Floor covering (H)			
2. Walls (S)			
3. Ceiling (S)			
4. Windows			
5. Window treatments			
6. Doors			
7. Sink/vanity (P)			
8. Tub (P)			
9. Shower (P)			
10. Toilet (P)			
11. Mirror			
12. Lighting fixtures (E)			
13. Faucets (P)			
14. Other features			

Bath(2)	needs cleaning/ painting	needs repair/ replacing	Description/Comments
1. Floor covering (H)			
2. Walls (S)			
3. Ceiling (S)			
4. Windows			
5. Window treatments			
6. Doors			
7. Sink/vanity (P)			
8. Tub (P)			
9. Shower (P)			
10. Toilet (P)			
11. Mirror			
12. Lighting fixtures (E)			
13. Faucets (P)			
14. Other features			

VIII. Bedroom (1)	needs cleaning/ painting	needs repair / replacing	Description/Comments
1. Floor covering			
2. Walls (S)			
3. Windows			
4. Window treatments			
5. Ceiling (S)			
6. Woodwork			
7. Doors			
8. Lighting fixtures (E)			
9. Closets			
10. Other features			

Bedroom (2)

1. Floor covering			
2. Walls (S)			
3. Windows			
4. Window treatments			
5. Ceiling (S)			
6. Woodwork			
7. Doors			
8. Lighting fixtures (E)			
9. Closets			
10. Other features			

Bedroom (3)

1. Floor covering			
2. Walls (S)			
3. Windows			
4. Window treatments			
5. Ceiling (S)			
6. Woodwork			
7. Doors			
8. Lighting fixtures (E)			
9. Closets			
10. Other features			

Bedroom (4)

1. Floor covering			
2. Walls (S)			
3. Windows			
4. Window treatments			
5. Ceiling (S)			
6. Woodwork			
7. Doors			
8. Lighting fixtures (E)			
9. Closets			
10. Other features			

IX. Laundry	needs cleaning/ painting	needs repair/ replacing	Description/Comments
1. Floor covering (H)			
2. Walls (S)			
3. Windows			
4. Window treatments			
5. Ceiling (S)			
6. Woodwork			
7. Doors			
8. Lighting fixtures (E)			
9. Washing Machine (A)			
10. Clothes Dryer (A)			
11. Other features			

Other Areas

Basement, Attic, Utility, etc.	needs cleaning/ painting	needs repair/ replacing	Description/Comments
1. Floor coverings (H)			
2. Stairs & Railings (S)			
3. Walls (S)			
4. Windows			
5. Doors			
6. Lighting fixtures (E)			
7. Storage areas			

Detectors and Heating and Cooling (A)	needs cleaning/ painting	needs repair/ replacing	Description/Comments
1. Smoke Detectors			
2. Radon Detectors			
3. Carbon Monoxide Detectors			
4. Heating System			
5. Central AC System			
6. Window AC Units			

Required Tests(s)	Required	Results	Description/Comments
1. Termites			
2. Mold			
3. Water System/Well			
4. Septic System			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			