

**THE ANGLICAN DIOCESE OF GRAFTON
MINISTRY UNIT PROCEDURES**

SUBJECT: CLERGY HOUSING STANDARDS		PROCEDURE REFERENCE NUMBER MUP-002
DATE APPROVED 27 April 2023 by Bishop-in-Council		REVISION NUMBER Revision 3 – replaces Revision 2 approved on 17 October 2019
IMPLEMENTATION DATE Immediate	REVIEW FREQUENCY 3 years	RESPONSIBLE FOR REVIEW Bishop-in-Council

1.0 PURPOSE

Clergy housing is a vital part of parish ministry infrastructure and the provision of clergy housing recognises the usual practice of the incumbent minister being called into a parish for ministry and after a period of service being called to ministry elsewhere.

The requirements of clergy housing include the requirements expected of a suitable home in the district but need to recognise the special demands upon the clergy and their family. This necessitates consideration of the intersection between ministry and family life and the pressures that puts on space and privacy.

Clergy housing also needs to be procured so that it would suit most ministers and their families. Housing that meets specialised requirements of one minister but fails to meet the requirements of the majority of ministers is inappropriate.

This policy enacts clause 130.17 of the Diocesan Governance Ordinance 2008.

2.0 SCOPE

- 2.1 This policy is applicable to housing for the Incumbent and other stipended ministers in Parishes. (See clauses 130.15 and 130.16 of the Diocesan Governance Ordinance 2008.)
- 2.2 The policy applies to housing owned/purchased or leased/rented by the church.
- 2.3 This policy is not in force for housing owned/purchased or leased/rented by the minister. With respect to ministers arranging their own housing, the following clauses of the Diocesan Governance Ordinance 2008 should be referenced and observed:
 - 130.14 – Incumbent shall reside within the Parish boundaries unless exempted by the Bishop
 - 130.18 – Outlines the provision of a housing allowance.
 - 130.19 – Incumbent is encouraged to reside in the accommodation provided unless exempted after consultation with the Parish and the Bishop

3.0 CARE FOR HOUSING

- 3.1 Any minister provided a dwelling as part of their service has a responsibility to use the housing in a careful and respectful manner that keeps the presentation and condition of the dwelling in good order. An agreement to that effect is Schedule A – 'Accommodation Stewardship'.

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- 3.2 Prior to the commencement of a new Incumbent, the Registry will provide the incoming Incumbent with Schedule A for signing, which will be in turn signed by a Churchwarden on behalf of the Parish and returned to the Registry as a record of the agreement.
- 3.3 The Parish Council is responsible to be proactive with the maintenance of dwellings in their care and is to take urgent action whenever a condition comes to their attention that adversely affects the safety of the minister, the minister's family or guests.
- 3.4 The Parish Council shall arrange an inspection of the property not less than annually for the purpose of inspecting the condition of the property and to plan its maintenance.
- 3.5 At the conclusion of an Incumbent's tenure, the Parish shall arrange a professional clean of the residence.
- 3.6 Prior to the appointment of a new Incumbent, the Diocesan Archdeacon or delegate shall inspect the intended residence for the Incumbent to ensure that it is in a satisfactory condition.
- 3.7 In circumstances where a Parish Council forms the view that a clergy family on departing has left the residence in a state which demonstrates a lack of proper stewardship of the residence and deterioration is well beyond 'fair wear and tear', they may request an inspection of the residence by the Diocesan Archdeacon. The Diocesan Archdeacon may recommend that the departing clergyperson be made responsible for some or all of the costs incurred by the Parish to return the residence to a reasonable standard.

4.0 STANDARDS FOR MINISTRY HOUSING

4.1 Existing dwellings/housing

- 4.1.1 It is a parish responsibility to ensure that their dwellings are at the required standard.
- 4.1.2 Within the constraints of the design of existing dwellings and the budget available, Parishes are to make alterations and improvements to dwellings that make them comfortable and easily manageable.
- 4.1.3 Where accommodation standards cannot be practically met, the Senior Clergy Team (i.e. Bishop, Dean and Archdeacons) will consider the suitability of a dwelling on a case by case basis.

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4.2 New dwellings

4.2.1 The site should be a flood-free level block in a stable socioeconomic area of town or city with easy access to schools, shopping centres, public services and within a reasonable distance from the primary ministry centre of the Parish.

4.2.2 The land title and town plan should be checked to ensure that the location is suitable for residential living and is likely to remain so.

4.3 Design of new and existing dwellings

4.3.1 The dwelling must have a good basic design and layout to allow for the suitability of various age groups who will occupy the dwelling.

4.3.2 Should contain a minimum four bedrooms or a three bedroom, one study combination.

4.3.3 The configuration of the dwelling and curtilage should have good accessibility. Steep slopes and access by long stairways (i.e more than 6 steps) should be avoided. Dwellings where all living areas are on one level are preferred. Although wheelchair access is not a requirement, dwellings should be preferred where modification for wheelchair access is practical.

4.4 Design elements

The below elements are to be used as a guide in assessing dwellings for suitability.

Evaluation of the suitability of a dwelling shall involve the completion of Schedule B - 'Clergy Housing Suitability Evaluation Form'. Those conducting the evaluation shall provide an overarching recommendation of the suitability of the property considering the combination of compliant features and non-compliant features of the residence.

Exterior finishes

- Walls – to be of a masonry finish or an equivalent product.
- Roof – to be of tile or durable coated steel – in a manner suitable for the climate.
- Downpipes – Adequate enough to allow for drainage mainly to deal with torrential rain.
- Driveway – to be concrete.
- Doors – Solid core doors with security screens.
- Security lighting – Sensor lighting in the prominent areas of the residence.
- External lighting – Sufficient lighting for entertaining areas, front door and rear door

Bedrooms

- Floor covering: carpet, vinyl, timber or ceramic
- Window coverings: Curtains blinds or shutters
- Insect screens: either additional to or incorporated into security screens
- Ceiling fans: Where appropriate and safe
- Robes: Built in and or walk in robes
- Ensuite: For master bedroom

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Study/Office

- Floor covering: carpet, vinyl, timber or ceramic
- Window coverings: curtains, blinds or shutters
- Insect screens: either additional to or incorporated into security screens
- Ceiling fans: Where appropriate and safe.
- Storage: shelving for books and business records
- Access: External security door with internal access.
- Separation: Allows simultaneous use of office for ministry and family activities in the house with sufficient privacy for each use.
- Access to Internet

Lounge, dining, family

- Floor covering: carpet, vinyl, timber or ceramic
- Window coverings: curtains, blinds or shutters
- Insect screens: either additional to or incorporated into security screens
- Ceiling fans: where appropriate and safe and air conditioner if required

Garage

- A minimum of a double garage with automatic doors
- Access: covered or internal access to the main residence

Bathrooms

- Floor covering: vinyl, timber, stone or ceramic
- Walls: Ceramic, stone, durable painted finish
- Window coverings: Curtains, blinds or shutters
- Insect screens: either additional to or incorporated into security screens
- Ventilation: windows and exhaust fan
- Vanity: Storage and basin unit of suitable size
- Power points: adequate power points safely away from bath and basin
- Shower screen to suit bathroom
- Toilet: separate to the main bathroom
- Fittings: adequate towel rails and mirrors

Kitchen

- Floor covering: vinyl timber, stone or ceramic
- Walls: ceramic, stone, durable painted finish
- Window coverings: curtains, blinds or shutters (if there are external windows)
- Insect screens: are required with the addition of security screens (if there are external windows)
- Cooking: energy efficient oven and hot plate and exhaust fan
- Storage: ample pantry and cupboards

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- Bench top: sufficient preparation area constructed of laminate, stone or manufactured stone product
- Power points: adequate power points
- Appliances: adequate space allowed for refrigerator, dishwasher, microwave etc.

Laundry Area

- Floor covering: vinyl timber, stone or ceramic
- Walls: ceramic, stone, durable painted finish
- Window coverings: curtains, blinds or shutters
- Insect screens: either additional to or incorporated into security screens
- Power points: adequate power points
- Appliances: adequate space allowed for washing machine and dryer and provision for water supply
- Storage: ample linen storage area with adequate storage for cleaning products
- Washing tub: minimum of one

White Goods and Appliances

Family size refrigerator, dishwasher, washing machine and dryer in good condition to be supplied by the Parish.

Yard Areas

- Entertaining area: covered entertaining area adjacent to the main residence suitable for entertaining at least 8 seated people. (Alternatively, this could be a deck or balcony area.)
- Fencing: fully fenced or at the very least a secure fenced area for children to play
- Water: adequate external water supply
- Clothes line: drying area located in a sunny position
- Garden shed (unless a suitable space is available in or under the house)
- Pools and spas are NOT recommended

General

- Interior surfaces are to be generally conducive for maintaining cleanliness and health, especially any build up of dust or mould
- Photovoltaic solar panels are highly desirable
- Ceiling cavity to be insulated for all living areas
- Air-conditioning that is efficient and relatively quiet should be available in the main bedroom and office as a minimum. Where air-conditioning is present, the need for ceiling fans is relaxed
- Accessibility for all stages of mobility should be prioritised

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4.5 Use

4.5.1 Housing is provided for the quiet enjoyment of the clergy person and his/her immediate family which includes entertaining visitors and guests but does not extend to sub-letting or the taking in of fee-paying boarders.

4.5.2 The operation of any non-church business venture from the residence is generally not acceptable. A request to operate a business venture from the church residence is subject to the approval of Parish Council and is only to be approved if the Parish Council is convinced that the operation of the business from the residence is not in any way detrimental to the ministry of the Parish or the condition of the premises. Any agreement to use a church residence in this way is shall be reviewed every 12 months.

4.6 Disagreement

4.6.1 Where the Incumbent and the Parish Council disagree on the suitability of the design of an existing or proposed residence and are unable to come to a satisfactory resolution on the matter, either may refer the matter to the Diocesan Archdeacon for resolution.

4.6.2 Issues of dispute relating to the care for or condition of the residence may be referred to the Diocesan Archdeacon for resolution.

4.7 Pets

4.7.1 For many households, pets form an integral part of the household. For this reason, no special permission is required for the clergyperson and his/her family to have a family pet.

4.7.2 With respect to pets, the following points are to be observed:

- The clergyperson shall be responsible for all matters concerning their pet;
- Local and State Government legislation and by-laws concerning pets and animals are to be observed at all times;
- The clergyperson shall ensure that pets do not adversely impact on the ministry of the church, the actual or perceived safety of those visiting the residence;
- The parish shall not be responsible for the cost of any repairs or modifications to the residence for the accommodation of pets (excepting in circumstances where a companion animal is trained as disability support) and upon the conclusion of their ministry, the clergyperson will be responsible for removal of any modification unless otherwise indicated by the parish council;
- The clergyperson shall be responsible for any deterioration of the condition of the residence beyond normal wear and tear that is due to the presence of a pet;

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- The residence shall not be used for breeding of pets;
- The clergy person shall ensure that their home contents insurance policy includes public liability insurance suitable for any public liability claim arising from their pet.

4.7.3 Where guests of the clergy person's family visit with one or more pet, the above points also apply to guest pets with the clergy person responsible.

4.8 Emergency and urgent repairs

In some circumstances an emergency may occur which will need to be rectified and contact with the Parish Council cannot be made. A list of trades people and local medical practitioners and their contact details will be supplied to the occupant.

4.9 Death or Disablement of Clergy person

4.9.1 In the event of the death of a clergy person occupying a dwelling owned by the church, the family of the deceased residing in the dwelling may continue their residence for a period of up to 6 months and no charges shall apply. Periods of residence greater than 6 months may only occur after consultation with the Bishop.

4.9.2 In the event of a clergy person suffering a disablement that renders them unable to continue their duties, their occupation of a dwelling owned by the church may continue for a period of up to 6 months and no charges shall apply.

5.0 HOUSING ALLOWANCE

The payment of a housing allowance does not apply to circumstances where clergy are living in housing provided by the Parish whether church owned housing or housing rented/leased by the church on behalf of the clergy person.

5.1 Housing Allowance Where Suitable Church Accommodation is Unavailable

- 5.1.1. If the clergy person has suitable accommodation and suitable accommodation owned or leased by the church is unavailable, the clergy person will be permitted to live in their accommodation and receive a housing benefit.
- 5.1.2. The applicable housing benefit in 5.1.1 will be based on the rental value of the Parish Rectory, or in the absence of a Rectory, a house built to diocesan standards sited within the urban area of the principal church of the Parish. The level of any housing allowance will be reviewed no later than every 3 years.
- 5.1.3. The housing benefit in 5.1.2 shall be negotiated between the Rector and the Churchwardens of the Parish and subject to the approval of the Bishop and Registrar. In setting the benefit paid, the parties shall be mindful of the rental value of the place to be occupied by the clergy person.

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- 5.1.4. Where the accommodation is not within the boundaries of the Parish or more than 20 kilometres from the principal church of the Parish, use of this accommodation in lieu of the Rectory will be subject to the Bishop's approval.

5.2 Housing Allowance Where Suitable Church Accommodation is Available

- 5.2.1. If the clergy person has suitable accommodation and suitable accommodation owned or leased by the church is available, permission for the clergy person to live in their accommodation and receive a housing benefit is subject to the approval in writing of the Churchwardens of the Parish after consultation with the Bishop.
- 5.2.2. The applicable housing benefit in 5.2.1 will be based on two-thirds of the rental value of the Parish Rectory, or in the absence of a Rectory, a house built to diocesan standards sited within the urban area of the principal church of the Parish but not greater than what the Parish would have to pay to lease/rent suitable accommodation. The level of any housing allowance will be reviewed no later than every 3 years.
- 5.2.3. The housing benefit in 5.2.1 shall be negotiated between the Rector and the Churchwardens of the Parish and subject to the approval of the Bishop and Registrar.
- 5.2.4. Where the accommodation is not within the boundaries of the Parish or more than 20 kilometres from the principal church of the Parish, use of this accommodation in lieu of the Rectory will be subject to the Bishop's approval.

5.3 Payment of Housing Allowances

Where a clergyperson is in receipt of a housing allowance, the following shall apply:

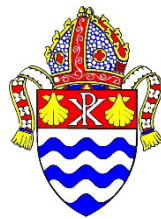
- 5.3.1. Any housing allowance will be paid in addition to the clergy person's stipend.
- 5.3.2. Where a clergy person in receipt of a housing allowance terminates their appointment, housing allowance will not be included in any termination payment except to the extent where the clergyperson was required to remain in the Parish before finalising their appointment.

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**SCHEDULE A
ANGLICAN CHURCH OF AUSTRALIA**

DIOCESE OF GRAFTON



ACCOMMODATION STEWARDSHIP

Preamble: Parish and Diocesan housing as provided, is given and accepted in the spirit of Christian stewardship in which clergy and others are supported in their mission by the provision of accommodation.

That the Parish (or other church agency) will provide housing at a desired standard determined by the Diocese and allow the Occupier to have quiet and proper possession of that housing;

That the Occupier will use the house for the purpose it was supplied and will keep that property in a clean and orderly condition allowing for reasonable wear and tear;

That the Parish will keep the housing in proper repair, including paint and general maintenance;

That the Occupier will promptly notify the Parish of any necessary repairs;

That the Parish will promptly attend to any necessary repairs;

That neither the Occupier nor the Parish will make changes, without the consent of the other;

That the Occupier will allow reasonable inspections of the property to take place;

That should the Parish not make repairs or the Occupier not leave the premises in proper neat and tidy condition any money expended by the other party in responding to the need will be recoverable from the other party.

Parish In Christ we agree.....
(Name, Sign and Date)

Occupier In Christ we agree.....
(Name, Sign and Date)

Witness
(Name, Sign and Date)

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SCHEDULE B

MUP-002 CLERGY HOUSING EVALUATION FORM provided on following pages

MUP-002 CLERGY HOUSING SUITABILITY EVALUATION FORM

PARISH			
HOUSE ADDRESS			
DATE INSPECTED			
PERSON/S INSPECTING			
GENERAL	✓	✗	COMMENT
Existing dwelling			
Level site			
Flood free			
Area suitable for a residence			
Stable socioeconomic area of town			
Access to schools, shops, public services			
Reasonable distance to prime Ministry Centre			
Minimum 3 bedrooms + study			
PV Solar Panels			
Ceiling insulation for living areas			
Interior surfaces conducive to maintaining cleanliness and health, especially any build up of dust or mould			
Efficient heating/cooling			
ACCESSIBILITY	✓	✗	COMMENT
Designed for various access abilities			
Dwelling on single level			
Access to dwelling on a gentle gradient			
Slopes and paths of yard non-hazardous			
Dwelling areas generally accessible (issues could be excessive stairs, tight corridors and narrow doorways)			
EXTERIOR FINISHES	✓	✗	COMMENT
Walls - masonry or equivalent			
Roof - tile or coated steel			
Downpipes - adequate for torrential rain			
Driveway - concrete			
Doors - solid core with security screens			
Security lighting - prominent areas			
External lighting - front/rear doors, and entertaining areas			

BEDROOM 1 - MASTER	✓	✘	COMMENT
Floor covering: carpet, vinyl, timber or ceramic			
Windows: Curtains, blinds or shutters			
Insect screens: additional to or incorporated into security screens			
Ceiling fans and/or air-conditioning			
Wardrobes: Built in or walk in wardrobes			
Ensuite: for master bedroom			
BEDROOM 2	✓	✘	COMMENT
Floor covering: carpet, vinyl, timber or ceramic			
Windows: Curtains, blinds or shutters			
Insect screens: additional to or incorporated into security screens			
Ceiling fans and/or air-conditioning			
Wardrobes: Built in or walk in wardrobes			
BEDROOM 3	✓	✘	COMMENT
Floor covering: carpet, vinyl, timber or ceramic			
Windows: Curtains, blinds or shutters			
Insect screens: additional to or incorporated into security screens			
Ceiling fans and/or air-conditioning			
Wardrobes: Built in or walk in wardrobes			
STUDY/OFFICE	✓	✘	COMMENT
Floor covering: carpet, vinyl, timber or ceramic			
Windows: Curtains, blinds or shutters			
Insect screens: additional to or incorporated into security screens			
Ceiling fans and/or air-conditioning			
Storage: shelving for books & business records			
Access: External security door			
Access: Internal access with door			
Separation: Allows simultaneous use of office for ministry and family activities in the house with sufficient privacy for each use			
Access to Internet			
LOUNGE, DINING, FAMILY	✓	✘	COMMENT
Spacious			
Floor covering: carpet, vinyl, timber or ceramic			
Windows: Curtains, blinds or shutters			
Insect screens: additional to or incorporated into security screens			
Ceiling fans and/or air-conditioning			

KITCHEN	✓	✗	COMMENT
Floor covering: vinyl, timber, stone or ceramic			
Walls: ceramic, stone, durable painted finish			
Windows: Curtains, blinds or shutters			
Insect screens: are required with the addition of security screens (if there are external windows)			
Cooking: energy efficient oven and hot plate			
Exhaust fan over cooker			
Storage: ample pantry & cupboards			
Bench top: sufficient preparation area constructed of laminate, stone or stone product			
Power points: adequate number			
Appliances: adequate space allowed for refrigerator, dishwasher, microwave etc.			
ENSUITE BATHROOM	✓	✗	COMMENT
Floor covering: vinyl, timber, stone or ceramic			
Walls: ceramic, stone, durable painted finish			
Windows: Curtains, blinds or shutters			
Insect screens: additional to or incorporated into security screens			
Ventilation: windows and exhaust fan			
Vanity: Storage and basin unit of suitable size			
Power points: adequate number safely away from bath and basin			
Bath			
Shower and screen to suit bathroom			
Toilet			
Fittings: adequate towel rails and mirrors			
COMMON BATHROOM	✓	✗	COMMENT
Floor covering: vinyl, timber, stone or ceramic			
Walls: ceramic, stone, durable painted finish			
Windows: Curtains, blinds or shutters			
Insect screens: additional to or incorporated into security screens			
Ventilation: windows and exhaust fan			
Vanity: Storage and basin unit of suitable size			
Power points: adequate number safely away from bath and basin			
Bath			
Shower and screen to suit bathroom			
Toilet: separate to the main bathroom			
Fittings: adequate towel rails and mirrors			

LAUNDRY AREA	✓	✗	COMMENT
Floor covering: vinyl, timber, stone or ceramic			
Walls: ceramic, stone, durable painted finish			
Windows: Curtains, blinds or shutters			
Insect screens: additional to or incorporated into security screens			
Power points: adequate number			
Appliances: adequate space allowed for washing machine and dryer and provision for water supply			
Storage: ample linen storage area with adequate storage for cleaning products			
Washing tub: minimum of one large			
PARISH SUPPLIED WHITE GOODS & APPLIANCES	✓	✗	COMMENT
Family sized refrigerator			
Dishwasher			
Washing machine			
Dryer			
GARAGE	✓	✗	COMMENT
Double garage			
Automatic garage doors			
Access to main residence: internal or covered			
YARD AREAS	✓	✗	COMMENT
Covered entertaining area of adequate size adjacent main residence (seating for at least 8)			
Fencing: fully fenced area for children and pets			
Flat grassed play areas			
Water: adequate external water supply			
Clothes line located in a sunny position			
Garden shed/storage area for mower & tools			
ADDITIONAL COMMENTS			
RECOMMENDATION			
Considering all the above information, is this property regarded as suitable for clergy accommodation?			
<input type="checkbox"/> YES <input type="checkbox"/> YES (with modifications) <input type="checkbox"/> NO			
Comment:			
Signed by person submitting evaluation			