



THE CARE OF MINISTERS' RESIDENCES

Congregations and Churchwardens take care to provide quality accommodation for their ministry staff. Furthermore, the Diocese seeks to ensure that this accommodation is both comfortable and in good condition.

It is the parish's responsibility to ensure that the ministry residences are maintained in good condition. This can easily become quite expensive but is part of the parish's commitment to the good stewardship of their property.

It is expected that ministry staff will likewise take responsibility for the good care of the property they occupy and will exercise common sense where they seek to give a personal touch to their "home". In cases of uncertainty the Churchwardens should be consulted.

Within the context of mutual responsibility, goodwill and Christian fellowship:

1. Churchwardens will:

- Undertake any necessary property repairs including those due to normal wear and tear.
- Attend to such matters as soon as practicable following notification of the repairs needed.
- Clearly define boundaries and expectations in relation to the maintenance of gardens and grounds, and the territory of house pets.
- Regularly inspect ministry residences (at the convenience of the minister).

2. Ministry staff will:

- Maintain the property they occupy in good condition. This includes maintenance of the grounds, as agreed with the Churchwardens.
- Confer with the Churchwardens before making any changes to the buildings. (This includes painting, building cupboards, alterations to blinds and curtains, etc)
- Report any maintenance needed as it occurs.
- Agree to annual property inspections by the Churchwardens, or their representative. Such inspections shall be undertaken at mutually agreed times.
- Leave the property in a similar condition to the way it was when first occupied. (Refer to the Residence Inspection Report completed upon occupancy)
- Acknowledge that the Churchwardens may ask the Minister to pay for any property damage or repairs that they consider to be above and beyond normal wear & tear.

How to use this report

Both the Churchwardens and the Minister should keep signed copies of this report.

The report may be used to assist in the annual inspection of the residence, and to ensure repairs, etc are attended to as agreed.

Any inspections should be conducted at the convenience of the Minister and with their goodwill.

Upon the resignation of a minister the report should be used, after the property is cleaned and vacated, to ensure the property is in appropriate condition, allowing for normal 'wear & tear'. Should a dispute arise the Churchwardens should seek to negotiate a satisfactory outcome. *If unsuccessful the Regional Archdeacon should be consulted without delay.*

If the residence referred to in this report is the Rectory, the report will be used by the Regional Archdeacon as the basis of the property inspection, conducted when the parish becomes vacant.

PARISH NAME: DATE OF INSPECTION:

RESIDENCE ADDRESS:

		CLEAN	WORKING ORDER	DETAILS / COMMENTS
BEDROOM 1	Walls/Ceilings			
	Doors/Windows/Screens			
	Blinds/Curtains			
	Flooring			
	Other e.g. ceiling fan			
BEDROOM 2	Walls/Ceilings			
	Doors/Windows/Screens			
	Blinds/Curtains			
	Flooring			
	Other			
BEDROOM 3	Walls/Ceilings			
	Doors/Windows/Screens			
	Blinds/Curtains			
	Flooring			
	Other			
BEDROOM 4	Walls/Ceilings			
	Doors/Windows/Screens			
	Blinds/Curtains			
	Flooring			
	Other			
ENSUITE	Walls/Ceilings			
	Doors/Windows/Screens			
	Blinds/Curtains			
	Flooring			
	Shower			
	Shower Screen			
	Wash Basin			
	Mirror/Cabinet/Vanity			
	Towel Rails			
	Toilet / WC			
	Taps			
	Exhaust Fan			
Other				
BATHROOM (Sep)	Walls/Ceilings			
	Doors/Windows/Screens			
	Blinds/Curtains			
	Flooring			
	Bath			
	Shower			
	Shower Screen			
	Wash Basin			
	Mirror/Cabinet/Vanity			
	Towel Rails			
	Toilet/WC			
	Taps			
	Exhaust fan			
SMOKE ALARMS	Position/Location?			
	Number/How many?			

		CLEAN	WORKING ORDER	DETAILS / COMMENTS
STUDY	Walls/Ceilings			
	Doors/Windows/Screens			
	Blinds/Curtains			
	Flooring			
	Bookshelves			
	Other			
ENTRANCE	Walls/Ceilings			
	Doors/Windows/Screens			
	Blinds/Curtains			
	Flooring			
	Security Door			
	Other			
DINING ROOM	Walls/Ceilings			
	Doors/Windows/Screens			
	Blinds/Curtains			
	Flooring			
	Other			
FAMILY ROOM	Walls/Ceilings			
	Doors/Windows/Screens			
	Blinds/Curtains			
	Flooring			
	Other			
LOUNGE	Walls/Ceilings			
	Doors/Windows/Screens			
	Blinds/Curtains			
	Flooring			
	Other			
KITCHEN	Walls/Ceilings			
	Doors/Windows/Screens			
	Blinds/Curtains			
	Lights/Power pts			
	Flooring			
	Cupboards/Drawers			
	Benchtops/Tiling			
	Sink/Dishwasher			
	Taps			
	Stove Top			
	Oven/Griller			
	Exhaust Fan			
	Other			
LAUNDRY	Walls/Ceilings			
	Doors/Windows/Screens			
	Blinds/Curtains			
	Flooring			
	Wash Tubs			
	Hot Water Service			
	Other			
STORAGE/ LINEN	Doors/Handles			
	Shelving			
	Surrounds			
	Other			

		CLEAN	WORKING ORDER	DETAILS / COMMENTS
OTHER ROOM	Walls/Ceilings			
	Doors/Windows/Screens			
	Blinds/Curtains			
	Flooring			
	Other e.g. ceiling fan			
GARAGE/ CAR PORT	Walls/floor			
	Windows			
	Garage Door			
	Other			
GROUNDS	Lawn – Front			
	Lawn – Back			
	Gardens – Front			
	Gardens - Back			
	Outbuilding:			
	- e.g. shed			
	Swimming Pool:			
	- fencing			
	- condition			
	- maintenance arrangements			
Parish expectations of Minister's care of grounds (please state clearly)				
Other Comments:				
AIR CON	Yes / No			
	Ducted System / Units			
	Other Comments			
PARISH PROPERTY AT RESIDENCE	Lawnmower			
	Ladder			
	BBQ			
	Heater			
	Other			
Repairs, etc agreed to be completed <i>without delay</i> (a suggested timeframe is advised)				
Repairs, etc agreed to be completed <i>within 2 years</i>				
Other Comments				
Family Pets – a clear policy statement is desirable.				

We agree that this is a true and fair report.

SIGNED:

Minister: **Date:**

Churchwardens: (1).....(2).....
(3).....