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# DIOCESE OF THE MURRAY

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## GUIDELINES FOR THE DESIGN, EQUIPPING AND FURNISHING OF RECTORIES

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### FOREWORD

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This schedule is a guide to the minimum requirements necessary for an acceptable standard of accommodation for a Rectory.

The standards and dimensions mentioned are not intended to be absolute or restrictive and may be varied to suit special cases, particularly those involving the purchase or alteration of an existing house. However, it would be expected that a large percentage of these requirements would be complied with in any particular case.

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### PLANNING GUIDELINES

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#### FUNCTION

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A rectory, traditionally, performs a dual function. First, it must provide a private home for the Parish Priest and family and secondly, it must provide a base for the pastoral role of such a minister of the parish. In providing for this dual function care must be taken to ensure privacy both for the visitors to the Parish Priest and for the family.

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#### ASPECT

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Planning should make the best possible use of the aspect of the site to minimise heating and cooling costs. Rectories should be planned (or chosen) with major rooms oriented to the north to take advantage of winter sun penetration and to exclude excessive summer sun.

Cross ventilation through the house is also a desirable feature.

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#### LOCATION

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If the Rectory is to be the administrative centre of the parish, then it must be adjacent, or very close to, other parish buildings.

If the administrative and pastoral work is done from an office in the Parish Centre, then the Rectory may be on a separate site, but should be within easy walking distance of the church.

The Rectory would still require a study.

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### BASIC ACCOMMODATION REQUIREMENTS

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#### MAIN ENTRY

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Front door should have a porch or other weather protection. Single front entry preferred.

Two bells with different tones, labelled "Rector" and "Family" are useful.

If no waiting room is provided the entry hall should have sufficient space to seat two people.

Hall should give access to study, living room and private section of the house.

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### STUDY

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Not less than 15 sq. m (160 sq.ft.)

Provide bookshelves (16 metres), robe and storage cupboard (2 x 1 metre), and telephone with extension to private section of house, adequate power outlets (4 x 2 double - 1 direct to power board - computer), telephone answering machine, filing cabinet (lockable 4 drawer), heater, typewriter (electronic), basic office equipment. Study should not open directly into a living area. Soundproofing from adjacent room is essential. Provide guest chairs (2).

Consideration should be given to desk and swivel upholstered chair.

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### LIVING ROOM

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Not less than 20 sq.m. (215 sq. ft.)

Capable of being closed off from family section of house when used for parish functions.

Access to outdoor living area should be considered. Space heating (gas or electric), bookshelves (10 metres), floor covering (carpet), curtains (neutral colour), TV antenna connection, power points (2x2 doubles), and blinds (Holland). Consideration should be given for heating and cooling including air-conditioning.

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### DINING ROOM

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If attached to living room - not less than 10 sq. m. (110 sq. ft.)

If separate - not less than 12 sq.m. (130 sq.ft.)

Floor coverings (carpet), power points (2 x 1 singles), curtains (neutral colour), and blinds (Holland).

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### FAMILY ROOM

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Not less than 16 sq.m. (170 sq.ft.)

Direct access to kitchen. Should face north for maximum winter sun and have access to sunny, private outdoor living area, preferably within view of kitchen.

Consideration should be given for heating and cooling including air-conditioning.

Curtains (neutral colour), TV antenna connection, floor covering (carpet), power points (2x2 doubles).

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### KITCHEN

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Preferably not less than 10 sq.m. (110 sq.ft.)

Should be able to be closed off from living room but may be open to family room.

Provide work benches, built-in cupboards, stainless steel double-bowl sink and pantry type food storage (preferably walk-in). Provide stove and automatic oven. Space for refrigerator and dishwasher. Provide range-hood or exhaust fan. Provide space for freezer in kitchen or laundry. PowerPoints (3x2 double) (1x2 single). Floor covering (vinyl). Dishwasher connection. Rainwater tank, softener (water) or water purifier.

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## MAIN BEDROOM

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Not less than 14 sq.m. (150 sq.ft.) plus built-in robes.

Preferably an en-suite bathroom and toilet. Power points (2x2 double), floor covering (carpet), curtains (neutral colour), and blinds (Holland). Consideration should be given to ceiling fan.

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## THREE OTHER BEDROOMS

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Preferably one 14 sq.m. Others not less than 11 sq.m. (120 sq. ft.)

Provide built -in robes. Floor covering (carpet), curtains (neutral colour), blinds (Holland), and power points (2x I singles). Consideration should be given to ceiling fans.

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## BATHROOM AND TOILETS

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Provide bathroom and two separate toilets. Bathroom should have full-size bath, separate shower (at least over bath but preferably as a separate compartment or room), exhaust fan, basin (preferably vanity type), storage cabinet, mirror and minimum 3m. towel rails.

Bathroom arrangements should be flexible enough to allow multiple use by a large family and guests.

An additional en-suite bathroom or additional shower may be provided but preferably should have alternative access from passage and bedroom. One toilet (with small hand basin) should be reasonably accessible from the study/waiting area. This may be combined with an en-suite bathroom but in this case access must be from a passageway and not through a bedroom. Power points (1x2 double), floor covering (ceramic tile).

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## LAUNDRY

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Provide large trough (minimum 65 litres or 14 gallons) and space for automatic washing machine, dryer and area in which ironing can be done.

Access to outside drying area. Provide storage cupboards and/or shelves. External door should have porch or other weather protection. Floor covering (ceramic tile), PowerPoint (1x2 double), automatic washing machine taps, tank or softener water connection.

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## STORAGE FACILITIES

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Provide suitable storage for coats, linen, brooms, and bulky items such as suitcases.

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## CAR ACCOMMODATION

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Provide garage (lockable). Undercover access to house is desirable. Provide space for workbench and power outlet in enclosed area. Light fitting, power points (1x2 double). Should have concrete floor.

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## OUTSIDE STORAGE

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Provide storage as part of lock-up garage or in separate garden shed for garden tools, etc., (3x2 metres).

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## OUTDOOR LIVING

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Provision should be made for a private section of the garden, preferably in a sunny, sheltered position for outdoor living, with adequate fencing for protection of small children. Should be within view of kitchen for supervision of small children. Rear fencing should be child and animal

proof; paving should be made to the clothes line, the garage and driveway, path to front door and all garage and shed floors.

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## BASIC EQUIPMENT AND FURNISHINGS

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### FLOOR COVERINGS

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Provide carpet or other acceptable floor coverings throughout. All carpet and floor coverings should be provided in neutral toning.

### WINDOW COVERINGS

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Provide approved window coverings for all windows. Provide curtains for study and living room in neutral toning. Provide exterior blinds if needed.

### BASIC EQUIPMENT

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Provide stove, hot water service (315 litres) (the option of a solar hot water service should be considered), clothes hoist or modem equivalent, telephone (handsets in both study and family areas with telephone point in bedroom), TV antenna. Provide window awnings for rectories without verandahs, letterbox.

### HEATING

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Provide heating to study, living and family rooms.

### INSULATION

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Provide insulation batts to all ceilings and external walls.

### INSECT SCREENS

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Provide insect screens to all doors and opening windows.

### SECURITY

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The following minimum security and safety measures should be installed at rectories and Assistant Curates houses.

1. All external doors to have security doors and dead locks.
2. Security locks for all windows.
3. Sensor lighting to front and back entrances.
4. At least two smoke detectors to be fitted

For assistant curates living in rental accommodation, only properties having at least 1 and 2 installed should be considered for rental by a parish, and that the parish in consultation with the landlord seek to install an adequate smoke detector.

The Archdeacon and Registrar must approve variations to these regulations.

### POWER POINTS

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Electrical plans should provide for ample power points in all areas.

### GARDEN TAPS

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Adequate provision of garden taps.

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## INSURANCE

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Under the Parochial Administration Ordinance each Parish Council is required to maintain insurance over all parish buildings and insurance against loss or damage occurring in connection with ownership, management, control or use of parish buildings or other property, unless insurance cover against such risks is held by the Diocesan Synod. The Synod holds insurance cover against most, if not all risks, which might affect a parish.

Where a parish proposes to enter into any kind of building operations, the Churchwardens should make inquiries of the Registrar to satisfy themselves that all risks that might be associated with the proposed operations are satisfactorily covered by the Diocesan policies.

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## RENTAL OR LEASED PROPERTY

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No property shall be leased or rented without the approval of Diocesan Council. Rental Agreements must be lodged and signed by the Registrar or Archdeacon on behalf of the Synod of the Diocese of The Murray. Parish Council's, Warden's or Parish Priests cannot sign any contracts for lease or rental of property. For further clarification contact the Registrar or the area Archdeacon.