

Manse Design Manual [2022]

1 General

1.1 Introduction

This manual is designed to provide guidance to persons engaged by a congregation to design or alter a manse. It also provides guidance to congregations and others who wish to purchase an existing property and convert it to a manse.

The primary objectives of the manual are:

- To clearly document the PCV requirements for the design of a manse or the upgrade of a manse that will be owned by the PCV or the local congregation.
- To ensure that the design of the manse recognises that the manse is to be both a home and an office. Therefore, it is essential that these often competing elements of manse life are considered so that the work and the family life conducted within the manse do not negatively impact on each other.
- To provide guidance for the three elements of the manse being the work zone, family zone and shared zone.
- To recognise and deal with various issues such as sustainability and affordability.

1.2 Format of the Manual

The manual has been formulated to include objectives to assist the designer to understand what the clause is aiming to achieve. This is followed by a set of requirements which if adopted, will meet the objectives. The manual provides the designer with flexibility in that if they believe that there is another way of achieving the objective, they can document compelling arguments why the Committee should vary the requirements of the manual and submit it with the plans and specifications when seeking approval from the committee. The Committee will then assess whether they believe the reasoning is sound and has considered all relevant matters and decide whether it believes the variation to the requirements of the manual is to be approved or not.

1.3 Application of Manual

This manual applies to the

- Design of a manse: refer Clauses 2 – 5 below
- Upgrade of an existing Manse: refer Clause 6 below
- Purchase of an existing property for a Manse: refer Clause 7 below

2. Design of Manse – General Requirements

2.1 Objectives

- To provide congregations and designers with clear guidance regarding the design of a manse recognising that a manse consists of three zones being the work zone, the family zone and the shared zone.
- To design each zone within the manse so that the activities undertaken in each zone do not negatively impact on activities being undertaken in the other zones.

- To design each zone to maximise the use of that zone for the purpose it is being provided.
- To ensure that maintenance requirements are considered at the design stage.
- To ensure that value for money, affordability, sustainability and cost of living are considered at the design stage.
- The manse should be located within a reasonable distance to the church so that valuable ministry time is not wasted travelling to and from the manse to the church.
- Where the manse is located on the church property there must be clear delineation between the portion of the property that has been allocated to manse use and that which has been allocated to church use.

2.2 General Requirements

The design/layout of the manse should be functional, low maintenance, energy efficient, family friendly and achieve the intent and purpose of the manse design manual.

Clause	Requirement	New Build	Purchase Existing	Refurbish Existing
2.3	Location If the manse is on the same land title as the church, it should preferably be a separate building fenced off from the church with separate private entrance and garden.	Consider	N/A	Consider
	If the manse is attached to the church buildings, it must not be linked internally and must have a separate private entrance and private garden.	Mandatory	N/A	N/A
	If the manse is on a separate land title it should preferably be located within 2 kilometres of the church.	Consider	Consider	N/A
2.4 2.4.1	Sustainability General Objective The Building Code of Australia has mandatory minimum energy rating standards that the manse design will be required to satisfy. The following guidance is provided towards meeting these standards as well as facilitating lower energy costs, reduced maintenance, and increased level of comfort for the occupants			

Clause	Requirement	New Build	Purchase Existing	Refurbish Existing
2.4.2	North Light Maximise north light to living areas where possible, while noting that the living areas should also provide access to the garden.	Mandatory	Not mandatory	Consider
2.4.3	Solar Panels This is not mandatory under current building standards, however the installation of a 5kw solar panels system is encouraged.	Consider	Consider	Consider
2.4.4	Lighting Do not use recessed down lights beneath rooves as these create holes in the ceiling insulation through which heat can escape, consequently diminishing thermal performance.	Strongly encouraged	Consider	Strongly encouraged
2.5	Heating Provide efficient and economical form of heating to all habitable rooms and the work zone. It is suggested that congregations consider heat pump hot water services. They are more expensive to install but have significantly reduced electricity consumption and consequently provide energy and cost savings in the longer term.	Mandatory	Strongly encouraged	Strongly encouraged
2.6	Cooling Provide an effective and efficient air-conditioning system to cool the air in the work zone, shared zone and living area within the family zone.	Strongly encouraged	Strongly encouraged	Strongly encouraged

Clause	Requirement	New Build	Purchase Existing	Refurbish Existing
2.7	Car parking and storage Provide onsite parking for a minimum of two cars, both preferably covered with a minimum requirement of one being covered.	Mandatory	Strongly encouraged	Consider
	Provide an enclosed storage facility for garden equipment, tools, work bench and general storage of not less than 4.5m ² area to be provided with a minimum 1.5m in width for working in. This provision may be satisfied by providing a double garage and a single carport.	Strongly encouraged	Strongly encouraged	Strongly encouraged
2.8	Clothes Line Provide a clothes-line in the form of rotary hoist (3 metre diameter), rectangular hoist (2.4m x 1.5m) or wall mounted folding unit (2.2m x 1.5m) as a minimum.	Strongly encouraged	Strongly encouraged	Strongly encouraged

3 Design of Manse Work Zone

3.1 Objectives

Given the significant amount of time that a minister spends in carrying out his duties in his office, the office must be designed to

- To minimise the negative aspects of his work on the family being able to live in the manse
- Have a sufficient size to enable a small meeting or counselling to be undertaken
- Ensure that temperature, light and sun glare can be controlled to provide a comfortable work environment
- Have at least one openable window
- Have sufficient space to accommodate a library, office furniture and computer equipment and has adequate storage.

Clause	Requirement	New Build	Purchase Existing	Refurbish Existing
3.2	Study/Office To be part of the house with access from or near the front entrance and separate from the family zone.	Mandatory	Mandatory	Strongly recommended
	The access to the study/office is not to be through or past the family zone.	Mandatory	Strongly recommended	Strongly recommended
	The entry area to be able to function as a waiting area.	Strongly recommended	Strongly recommended	Strongly recommended
	A floor area, clear of built-in cupboards and shelving, of not less than 15.0m ² and be suitable for use for small meetings. In the case where there is separate office provided in the church, then the minimum floor area may be reduced to 12.0 m ²	Mandatory	Strongly recommended	Strongly recommended
	Not less than 14 lineal metres of bookshelf. This length may be reduced to 6 lineal metres if an office is provided in the church.	Strongly recommended	Strongly recommended	Strongly recommended
	Access to a toilet and basin located in either the work zone or shared zone.	Mandatory	Strongly recommended	Strongly recommended

4 Design of Manse Shared Zone

4.1 Objectives

The objectives of the shared zone are:

- To provide a space in the manse where meetings, bible studies and prayer meetings may be held without disrupting the family or requiring access to the family zone.

- When the meeting room is not being use for ministry purposes it should be available for use by the family and therefore have direct access to the family zone.

4.2 What is a Shared Zone?

The shared zone is a place where work activities such as meetings, bible studies, prayer meetings and similar may be held and when the area is not used for this purpose, it may be used by the family for their activities, such as for a lounge/dining room.

Clause	Requirement	New Build	Purchase Existing	Refurbish Existing
4.3	Meeting/Shared Room. The manse to include a room where a meeting, bible study or prayer meeting or similar could be held without restricting the use of the rest of the house by the minister's family.	Mandatory	Strongly recommended	Strongly recommended
	This room is to be located at the front of the house so that access is not through the family zone.	Mandatory	Mandatory	Strongly recommended
	It should be located adjacent to the family zone and the work zone.	Strongly recommended	Strongly recommended	Strongly recommended
	The room to have access to the kitchen through a servery or a door so that participants may be served refreshments without disrupting the family.	Strongly recommended	Strongly recommended	Strongly recommended
	A separate toilet and hand basin to be available to the meeting participants. This may be the same facility associated with the study/office.	Mandatory	Strongly recommended	Strongly recommended

5 Design of Manse Family Zone

5.1 Objectives

The objectives of the family zone are:

- To provide a separate zone for the family which is separate from areas where ministry activities are undertaken and which will ensure that the family zone has a minimum, separate living area, kitchen, bedrooms, bathroom, toilet, laundry, and access to the garden.
- To ensure that rooms within the family zone are adequate size to meet the requirements of the manse family.

5.2 What is a family zone?

The family zone is that part of the manse that has been set apart for the exclusive use of the manse family and which will include as a minimum a separate living area, kitchen, bedrooms, bathroom, toilet, laundry, and access to the garden.

Clause	Requirement	New Build	Purchase Existing	Refurbish Existing
5.3	Kitchen The kitchen to be open to the family room.	Mandatory	Mandatory	Strongly recommended
	Be capable of serving through to the meeting room.	Consider	Consider	Consider
	Floor area to be greater than 14m ²	Mandatory	Mandatory	Consider
	Adequate cupboard and pantry storage. Consideration should be given to providing a walk-in pantry.	Mandatory	Mandatory	Strongly recommended
	Facilities shall include: <ul style="list-style-type: none"> • Oven • Cook top and range hood with external exhaust • Space for microwave oven • Dishwasher • Space for a double door refrigerator or similar • A minimum of three double power outlets over benches or in a walk-in pantry 	Mandatory	Mandatory	Strongly recommended

Clause	Requirement	New Build	Purchase Existing	Refurbish Existing
	(separate provision for microwave oven, fridge, freezer and dishwasher)			
5.4	Family Room The family room to be of sufficient size (preferably 5m x 6m) so that when the lounge/dining room is located in the shared zone that the family can carry out its activities without the need to enter and use facilities in either the work or shared zone.	Mandatory	Mandatory	Strongly recommended
	Direct access to the garden area.	Mandatory	Preferable	Preferable
5.5	Bedrooms Minimum number of bedrooms, all capable of accommodating two beds and a student's desk.	3 Mandatory 4 Strongly recommended	3 Mandatory 4 Strongly recommended	4 Strongly recommended
	Each bedroom to have two double power outlets.	Mandatory	Strongly recommended	Strongly recommended
	Built-in wardrobes in each bedroom with a minimum depth of 630mm.	Mandatory	Strongly recommended	Strongly recommended
	Bedroom 1 – not less than 13m ² area with 2 lineal metres of wardrobe.	Mandatory	Strongly recommended	Strongly recommended
	Bedroom 2 and 3 – not less than 12m ² area with 1.2 lineal metres of wardrobe.	Mandatory	Strongly recommended	Strongly recommended
	Bedroom 4 – not less than 11m ² area with 1.2 lineal metres of wardrobe.	Mandatory	Strongly recommended	Strongly recommended
	Bedroom 1 to have an ensuite bathroom with	Mandatory	Strongly recommended	Strongly recommended

Clause	Requirement	New Build	Purchase Existing	Refurbish Existing
	shower, toilet and hand basin.			
5.6	Bathroom The bathroom is to be fitted with bath, shower cubicle (separate from bath), vanity cupboard with basin and mirror over, exhaust fan and some form of heating.	Mandatory	Mandatory (except a shower over the bath may be acceptable)	Mandatory
	Exhaust fan to be fitted with an automatic seal which closes when not in use	Mandatory	Strongly recommended	Mandatory
5.7	Toilet A separate toilet, preferably with hand basin to be provided for use of the family.	Mandatory	Mandatory	Mandatory
5.8	Laundry The laundry is to be provided with a trough and cabinet, storage cupboard for brooms, ironing board etc.	Mandatory	Mandatory	Mandatory
	1m of clear width as a working space.	Mandatory	Strongly recommended	Strongly recommended
	Space for floor mounted washing machine (with hot and cold taps) and wall or floor mounted dryer.	Mandatory	Mandatory	Mandatory
	Wall or ceiling mounted exhaust fan that is fitted with an automatic seal which closes when not in use.	Mandatory if there is no openable window	Strongly recommended especially if there is no openable window	Strongly recommended especially if there is no openable window

6 Design of Manse – Upgrade of Existing Manse

6.1 Objectives

The objectives of upgrading a manse are:

- To address shortcomings in an existing manse which are preventing or reducing the manse family's enjoyment of the manse; or preventing or causing

- distraction to the minister carrying out his work within the manse; or to address maintenance and repair issues; or to improve the solar efficiency of the manse.
- To reduce maintenance and operation costs.

6.2 Need for Professional Advice

If congregations are conducting works that modify the existing external building envelope (anything within an existing house) they should be aware that a building permit may be required and if this is the case, then the provisions of Part J of the Building Code of Australia covering energy efficiency requirements will come into play.

This is a relatively complex area and the requirements are often updated. At present, even small alterations may require major upgrading of the general building fabric to meet compliance, or in some cases require dispensation measures (at the time of writing in the form of photovoltaic panels). It is recommended that compliance advice should be sought from a building industry professional such as a registered Building Surveyor and / or registered architect. If compliance is required, then an accredited energy assessor will be required.

6.3 Improving the energy efficiency of existing manses

The following measures are recommended as being the most practical for basic sustainability upgrades:

- Install bulk insulation to the ceiling. Sub floor insulation may be possible where there is sufficient sub floor clearance.
- Consider removing open ring downlights beneath rooves and replace with pendants or surface mounted fittings that do not create large holes in the ceiling insulation
- Photovoltaic (solar) panels presently attract strong government subsidies and can be a cost effective way of offsetting electricity bills
- Heat pump hot water services are more expensive to install but have significantly reduced electricity consumption and consequently provide energy and cost savings in the longer term

7 Purchase of Manse

7.1 Objectives

The objectives for purchasing a manse are:

- To provide guidance to congregations wishing to purchase a manse

7.2 Issues to consider when purchasing a manse

Purchasing an existing house that meets the objectives and requirements of this manual, without modification is very unlikely because most houses are not set up for working at home. Offices are small and often located in areas where family activities are undertaken. Many houses have the main bedroom located at the front of the

house, away from the other bedrooms which makes it difficult to upgrade the manse to satisfy the objectives and requirements of this manual.

It is therefore wise to have a picture in mind of what are the minimum requirements of a manse and how a manse is designed to maximise both the work and family activities to be carried out in the manse.

When purchasing an existing property there should be an expectation that additional expenditure will be required to modify the property purchased to optimise its use as a manse. Before purchasing a property, the cost of these modifications should be estimated to ensure value for money and in order that sufficient funds are available.

Whilst purchasing a property can be quickly carried out compared with building a manse, upgrading it to comply with the requirements of the manse design manual, will negate this advantage and could end up costing more than building an equivalent manse.

7.3 Minimum Requirements

Clauses 2 to 5 provide the details of the minimum requirements of a house to be purchased for use as a manse. Where these minimum requirements cannot be met, then the Board of Management must arrange for upgrade works to be carried out prior to the minister occupying the manse.

7.4 General checklist for purchasing a manse

A checklist to help congregations assess whether the property they are considering is generally capable of satisfying the objectives and requirements of the manse design manual. It is not meant to be an exhaustive list but contain enough information to determine whether the property for sale is worth considering any further. If it is, then a more thorough assessment against the requirements of this manual will be required and the cost of compliance to be determined.

Checklist for Purchasing a Manse

Please review the specific requirements of the Manse Design Manual in addition to using this checklist in preparing to purchase a property for a manse.

Item	Requirement	Y/N	Comment
General	Can the house easily be split into work, shared and family zones?		
	Is there suitable heating and cooling throughout the house?		
	Is there a double carport or garage provided?		
Work Zone	Office and toilet located at the front of the house. Note the office is not to be located apart from the house under any circumstances		
	Is the access suitable to act as a waiting room?		

Item	Requirement	Y/N	Comment
	Is the proposed office of adequate size?		
Shared Zone	Is there a room located at the front of the house that can be used for meetings etc?		
	Does it have access to a toilet that is not located in the family zone?		
	Is it adjacent to the office?		
	Is it adjacent to the family zone?		
Family Zone	Does it have four bedrooms (preferably), 3 as a minimum?		
	Does the main bedroom have an ensuite?		
	Are the bedrooms of sufficient size to accommodate as a minimum of two beds and a desk?		
	Is there a family room which is open to the kitchen?		
	Is the kitchen large enough, with sufficient cupboards, pantry and spaces for a double door refrigerator?		
	Is the laundry of sufficient width to allow a clear 1m for a workspace?		
	Does the family zone include a bathroom and toilet?		
	Is a linen/storage cupboard provided?		
	Does the family room have access to the garden?		