**Community of Faith: Manse Information Worksheet**

**PURPOSE**: To provide information about the Community of Faith’s manse, if applicable.

**Who uses it**: Communities of Faith in gathering their profile information for ChurchHub and to be sent to the Regional Council.

Community of Faith:

Address:

Pastoral Charge:

Regional Council:

Date:

1. Identification of the manse

 Street & mailing address:

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| Street/mailing address | City | Province | Postal code |

1. **Area Data**

*Neighbourhood*: [ ]  Apartments [ ]  Residential [ ]  Rural [ ]  Industrial [ ]  Commercial

*Distance to*:Schools: km Church: km Shopping: km Transportation: km

*Access:* [ ]  Paved roads [ ]  Sidewalks [ ]  Other

*Services:* [ ]  Municipal water [ ]  Sewers [ ]  Well [ ]  Septic system

*Size of lot:*

*Type of manse*:[ ]  Bungalow [ ]  Split-level [ ]  Detached [ ]  Semi-detached

 [ ]  Apartment [ ]  Mobile home

*Number of stories:* [ ]  1 [ ]  1.5 [ ]  2 [ ]  3

*Number of bedrooms: \_\_\_ Number of bathrooms: \_\_\_\_ Number of living spaces: \_\_\_\_*

*Floor plan (link to file, if available)*

Features of the manse

1. **Utilities**

*Electrical wiring:* [ ]  200 amps [ ]  100 amps [ ]  Cable TV [ ]  Phone service # of jacks

*Heating system:* [ ]  Hot water [ ]  Gravity air [ ]  Forced air [ ]  Electric

*Estimated annual heating cost:* $

*Fuel:* [ ]  Gas [ ]  Oil [ ]  Wood [ ]  Electricity [ ]  Other

*Outbuildings:*[ ]  Garage (size) [ ]  Garden shed (size) [ ]  Other

*Storms and screens:*[ ]  Wood [ ]  Aluminum

 All rooms Some rooms No rooms

Window shades [ ]  [ ]  [ ]

Curtain rods [ ]  [ ]  [ ]

Curtains/drapes [ ]  [ ]  [ ]

Rugs/carpets [ ]  [ ]  [ ]

*Appliances:*[ ]  Electric stove [ ]  Gas stove [ ]  Refrigerator [ ]  Freezer [ ]  Dishwasher

 [ ]  Dryer [ ]  Automatic washer [ ]  Other

*Type of insulation:*

*Other equipment:* [ ]  TV aerial/cable/dish [ ]  Lawn mower [ ]  Snow removal equipment

*Safety equipment:*

Location of smoke detectors:

Location of carbon monoxide detectors (if gas is used):

Location of fire extinguishers:

*Insurance:* Insurance coverage on the manse has been reviewed on (date):

*Furniture:* Manses are generally unfurnished. If there is any furniture, a list is attached: [ ]  Yes [ ]  No

*Recent photo attached to ministry personnel copy:* (link to file, if available)

Current monthly rental market value of manse $

*Attachments documenting agreed repairs and timelines:* (link to file, if available)

**The required features of a manse include heavy appliances (fridge, stove, washer and dryer), window coverings, and rugs. The pastoral charge is also responsible for the annual cost of heat over $800.**

1. Manse Committee

The pastoral charge Manse Committee and a regional council representative confirm the information on this sheet and its attachments and agree to any suggested improvements.

Month/day/year Printed name: Chair of pastoral charge Manse Printed name: Regional Council representative

 Committee (or designate) (or designate)