**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)