



## Diocese of Nelson

### Parish Building Regulations for Vicarages

#### Introduction

A vicarage has to serve a double function. It must be a convenient family home, with privacy for family activities, and at the same time, a portion of it must serve the needs of the ministry. The success of a vicarage design will depend to a great extent on how well these two requirements are satisfied. That while the Diocese encourages Vicars to own a home somewhere as a retirement security, housing must nevertheless be provided.'

#### General

##### 1 Siting

On new sites the vicarage must form part of the overall development plan for the whole parish plant and be well oriented towards the sun. Sections should be of reasonable size to be maintained easily. On sites where the Vicarage is co-located with other Church buildings care should be taken to respect the design of existing buildings and also to ensure that there is no undue impact the Vicarage occupants free enjoyment of the home.

##### 2 Design Standards

As in all matters of design, the Church should strive for a high standard. A vicarage should provide a well planned home for the vicar and his/her family and its appearance should be pleasing and unpretentious. Good design need cost no more, but requires that all those involved in the provision of houses for the clergy be fully aware of the responsibility to provide convenient and pleasing surroundings for the vicarage family. Living areas must be away from the parish hall and from access ways to and from church buildings. The rear entrance, vegetable garden and clothes drying area, should be planned for privacy or else enclosed by garden walls or fences.

#### Building Materials

All materials must be of the low maintenance type. In all new Vicarages double glazing should be used. In case of existing buildings, when upgrading occurs, serious consideration ought to be given to double glazing.

#### Accommodation

A vicarage shall consist of the following:-

- 4 bedrooms [at least 3 should be double.]
- Lounge
- Living room or Family room
- Kitchen with space for meals
- Study
- Laundry
- Bathroom, shower and toilet accommodation
- Garage and fuel store

## Specification

### 1 Study

The area is to be at least 20 sq metres [larger if incorporates the Parish Office]. The study to be near the front door: a separate entrance is desirable though not necessary. Plenty of book shelves, at least 16 metres and adequate cupboard space. Provision for cupboard to hang clerical robes is useful. Study should receive morning sun if possible. A desk and chair, and two chairs for visitors should be provided.

### 2 Bedrooms

Should be double. Built-in wardrobes shall be provided in each bedroom, together with space, in children's rooms, to do homework.

### 3 Lounge

To be at least 25 sq metres in area.

### 4 Living/dining room

A separate living/dining room sufficient in area to be used as a family room when the lounge is otherwise occupied. Provision for continuous heating should be considered.

### 5 Kitchen

The kitchen must be designed to cater for the extra calls made upon it at all times. The following should be provided:-

- a. generous bench space including sink unit
- b. food preparation area having cupboards and drawers for equipment, groceries, etc, adjacent to cooker.
- c. Microwave shelf or garage
- d. crockery cupboard adjacent to servery or meal area.
- e. storage cupboards for preserves etc. or walk in pantry
- f. a large cooking range with four rings, oven and a warming drawer, and an extractor fan, depending on position of the range.
- g. dishwasher
- h. combination refrigerator/freezer of approximately 25 cu metres
- i. consideration should be given to providing space for a deep freeze handy to the kitchen.

### 6 Laundry

This should be apart from the kitchen and fitted with washing machine and tub. Space for clothes dryer storage should be provided.

### 7 Bathroom Accommodation

- a. Bathroom with bath and wash basin.
- b. Separate shower with dressing space.
- c. Separate W C Compartment.
- d. A further toilet with wash basin near study [or "public areas" of home].

The compartments should be separate on account of the size and nature of the house and the number of visitors.

**8 Garage**

The garage [at least 1.5 but preferably double] can either form part of the house or be located as a separate unit. Storage of garden tools, fuel, bicycles etc, to be provided for. Consideration should be given to attaching the garage to the house with under cover access and to providing a carport as well. Garages to have doors.

**9 Cupboards**

The usual cupboards such as coat cupboard, linen and airing cupboard and general purpose storage shall be provided; also a broom cupboard sufficiently large to house an electric vacuum cleaner.

**10 Domestic Hot Water**

A hot water cylinder of at least 300 litres capacity with electric heating elements shall be provided. The airing cupboard should be built around the hotwater cylinder to allow an adequate clothes airing space.

**11 Heating**

Adequate warmth in the building is essential. Careful planning with regard to sunshine and correct use of insulation will contribute materially to the comfort of the occupants.

Compliance with local building standards essential.

Since conditions vary widely, professional advice should be sought.

**12 General**

It should be the responsibility of the parish to provide the following:

- a. All floor coverings should be serviceable but relatively neutral in colour. Carpets, with suitable underlay for halls, lounge, living room, study and bedrooms. Kitchen, laundry, bathroom, toilet may have vinyl, lino or cork tiles.
- b. All windows except in kitchen, laundry, bathroom and toilet areas should have either filter curtains and lined drapes or blinds and curtains, with relatively neutral colour schemes. Kitchen and laundry may have blinds and/or curtains.
- c. Sufficient power points in each room for all normal requirements. Revolving clothes line or similar.
- d. Concrete paths.
- e. Adequate Telephone outlets (at least 4), and TV aerial outlets (at least 2) shall be provided.
- f. In areas with adverse drying conditions consideration should be given to providing a clothes dryer.

On change of Ministry in a Parish/Mission District and after each 5 year period of incumbency an inspection of the Vicarage, with a report to the Vestry, by the Diocesan Vicarage inspection team should be undertaken.