

# NEWTON PRESBYTERY

Date: 21 September 2009

From: Committee on Clergy Support

To: The Minister, Clerk of Session, Buildings and Ground Chair

Subj: **Manse Self-Appraisal Form Report**

**REPORT Due 1 November, 2009**

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Every year, the **Manse Self-Appraisal Form** is sent to each church with a manse on behalf of the Committee on Ministry. The purpose is to **assist you** in keeping the manse held in trust by YOU in top notch shape as well as insuring the safety of its occupants. The checklist can also be used throughout the year for preventive maintenance. Virtually all the items on the list are the result of an incident in one or more of our manses. Repairs delayed as little as a year can end up costing twice as much or more!

Items of special interest include:

---Make sure the personal contents in the manse are covered by renters insurance.

---We have added a checklist of energy saving items to the last pages of the report. Given the rapid escalation in energy costs the payback for most of these items is very fast.

---Oil burners older than 20 years. Safety and efficiency benefits argue in favor of updating systems. Today's replacement of oil furnaces will pay for themselves in four to six years. Please note as precisely as possible the annual cost of **heating your manse**.

---If you have not tested the well(s) for coli form bacteria, lead, nitrates, and iron-manganese **this past year**, please do so without delay. The tests should be done yearly. Note the results of any test on the back of the Self-Appraisal Form. Please contact your local town for testing services.

---We feel it imperative that all churches, church buildings, and manses have both smoke and carbon monoxide\explosive gas detectors in place. Our onsite visits continue to find inoperative devices! The recommended schedule for battery replacement is every 6 months when we change to and from daylight savings time. Since February 2003, the State now requires them in all new construction, rental facilities, and private homes that are sold.

It might not be a bad idea to check your church and other building(s) while conducting your manse inspection for many of the items on the checklist are applicable.

Please return the form for each manse or building that was ever used as a manse by **1 November 2009**.

If there are any concerns or questions or you would like an inspection of your facilities, feel free to contact me at 973-267-9424.

For the Committee on Ministerial Support  
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Enc: (1) Manse Self-Appraisal Forms—Newton Presbytery

Cc: COM