

Architectural Guidelines

For Designing a Manse

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1. GENERAL

In 1998 the State Assembly received a report from the Ministry and Mission Committee which said, in part, "An adequate manse should be a mutually acceptable dwelling house or unit containing at least a main bedroom plus the number of bedrooms sufficient to house all children of the family which can be shared by not more than two children of the same sex. It should also contain a room of reasonable size for use by the Minister for prayer, study and counselling. This room should be accessible without the need to enter the family living area."

This statement has proven to be a source of confusion within the Church and the Ministry and Mission Committee, with the support of the Trustees, has amplified the requirements to eliminate this confusion. The Committee needs, particularly, to clarify the fact that while a congregation might provide different accommodation to different ministers, where the church owns a house which may be offered to a minister as a home, that house should not be built on minimalist lines but be a more substantial residence capable of serving the needs of many different ministerial families.

The Manse is primarily a home for the minister and his family. However it should not be regarded as a standard family residence. In addition to serving as a family home, it must provide a home-office as a base for the minister's working operations; it must allow for larger-than-normal gatherings since some church meetings will be held there; it must allow for an easy practice of hospitality; and it must do all of these things while preserving the privacy of the family that lives there and minimising any disruption to their domestic routines.

What's more, since several ministerial families will live in the Manse during its functional life, Manses should be designed to house a variety of families, should allow some flexibility in usage, and should be built of robust, wear-resistant materials.

The Ministry and Mission Committee is compiling a folio of tried and tested plans and these will be available on request to stimulate thinking and enhance the design process. Standard project house designs do not normally prove satisfactory as Manses. Although some project home companies may adapt their designs to meet the Church's standards, it will normally be necessary for Manses to be designed uniquely to allow for the variety of properties and locations on which they will be built as well as the individual need, tastes and budget of congregations and the impression they want to convey in their local communities.

Because of their complex and composite functions, Manses are large homes. They should (in summary outline) have four bedrooms, a study, a meeting room and a family living room, a spacious kitchen, two bathrooms, two toilets and a double garage.

2. SITING

The following matters should be considered in siting a Manse:

- the aspect of the building.
 - major living spaces including external living areas should be oriented to the north or north east
 - the building should be protected from the severe western sun, particularly in summer
- taking advantage of cool summer breezes, or protecting against prevailing strong winds
- provision of an adequate sunny private drying area

- outlook from the building and yard
- privacy of the family areas related to visibility to and from the remainder of the site or adjacent sites, noise privacy from potential noisy activities on the site or adjacent to it
- the long term potential of the site and the need for future extension or development either of the manse or of other church buildings if the Manse is located in the church complex
- security for young children and pets etc. straying from the yard
- the need for private access for cars and visitors apart from church activities
- the preferred distance of the Manse from the street, either with its own frontage or behind the church

3. DESIGN AND MATERIALS

The following factors should be considered in design and choice of materials:

- several activities may take place in a Manse at the same time, both work and family focused
- low maintenance materials should be used, particularly on the exterior of the building
- painted timberwork should be kept to a minimum externally
- the local environment may render some materials unsuitable: e.g. concrete roof tiles are not good in coastal areas and some cheaper bricks generate problems by containing, absorbing or retaining salts etc.
- eaves should have good overhangs, particularly in hot areas, to provide shade to windows
- verandahs or hoods should be provided to all external doorways to provide protection from the weather both to the door and to visitors waiting at the entrance
- entry doors to the office and the residence should be distinct and easily recognisable in order to preserve the privacy appropriate to both uses
- provide good lighting to all external doors steps and paths
- keep external doors to a minimum and provide all doors with security locks and security screens
- window sills should be low enough to see out of windows comfortably when seated at a desk, particularly for the study
- where possible orient the residence to locate major window areas to the north and east and do not provide large unshaded windows in western walls
- ceiling insulation should always be provided
- double sided anti glare sarking should be provided to all tiled roofs
- consider good sunshading to any exposed windows
- a garage must always be provided (with room for two cars). Where possible there should be direct access from the garage to the house.
- the following relationships between rooms are desirable:
 - the kitchen should be separable from both the dining/living area and the family area
 - there should be a door separating the entrance hall or foyer from the bedroom areas
 - bedrooms and bathrooms should not open directly off the family room, entrance hall or living areas
 - the main bedroom should not be separated from the family area
 - the study should be either adjacent to the front door or have a separate entrance at the front of the residence
 - the visitors' toilet should be adjacent to the study and living area.

4. REQUIREMENTS OF ROOMS

4.1 ROOM SIZES

The minimum room sizes allowable are:

ROOM NAME	DIMENSIONS		AREA	
	metres	feet	m ²	f ²
Lounge (if separate room)	5.5 x 3.7	18 x 12	20.5	216

Dining (if separate room)	3.4 x 3.0 (4.0 x 2.4)	11 x 10 (13 x 8)	10.2	110
Lounge / Dining (if combined)			29	306
Study	4x2.6 (3.7 x 3.7)	13x8.5 (12 x 12)	10.3	110.5
Family room	3 x 5	10 x 15	15	150
Bedroom 1	3.7 x 3.5	12 x 11.5	12.95	139.4
Bedrooms 2-4	3.3 x 3.3	10.6 x 10.6	10.89	
Kitchen				

Note: these are minimum sizes only. Actual room sizes should be determined according to the particular needs and budget of a Congregation.

4.2 LOUNGE ROOM

- The living room should be large enough to hold small church meetings, e.g. for groups of up to 15 people.
- It should be well ventilated and well lit.
- It should be designed to accommodate a piano on an internal wall with minimum disruption to the seating layout.

4.3 DINING ROOM

- While the dining room may be separate from the lounge room, it is preferable that it be connected to the lounge through an arch or similar device. If it opens off the lounge room it can be used as an adjunct to the lounge room for larger functions.
- it should be capable of holding an extended dining table with at least 8 chairs and a sideboard.
- The dining room should not be a thoroughfare to other rooms and should be separated from the kitchen by a door.

4.4 STUDY

- The study should be capable of containing the following furniture:
 - desk (approx. 1800 x 850) and chair
 - visitors' chairs (either 4 small chairs or 2 comfortable chairs)
 - filing cabinet
 - desk return for typewriter or computer
 - shelving (minimum 27.5 linear metres of various heights, preferably adjustable)
 - cupboard space (either built in perhaps under bookshelves or freestanding).
- The doors and windows should be arranged to allow adequate space for furnishings.
- Access to the study for visitors coming to the Manse should be possible without being seen by the family. Likewise, visitors should not be able to see into (or have to pass through) family areas.
- The study must be properly soundproofed particularly if adjacent to family areas. This can be achieved in the following ways:
 - using 16mm plasterboard on walls
 - providing 12mm caneite or noise stop board behind plasterboard to internal walls
 - providing 50mm fibreglass insulation to stud walls maintaining an air space on one side of the insulation
 - providing fibreglass insulation to the ceiling area
 - fitting doors with seals on all sides (such as Raven seals)
 - providing solid core doors to the study
 - locating bookshelves on internal walls to increase the mass of the wall
 - providing pinboards over walls.

All of these techniques will reduce sound transmission although the last two will have a minimal effect.

4.5 TOILETS

- At least two toilets are required for all Manses. One should be adjacent to the study.
- All toilets should have a small hand basin in them or immediately adjacent to them.
- All toilets must be fitted with exhaust fans.
- There must not be a direct view from any other room to the WC and care should be taken to avoid reflections from WC's to other areas.

4.6 KITCHEN

- The kitchen should be located to allow vision to the family area and to outside play areas.
- The kitchen must be adequate for the family and for entertaining for the Congregation. (Sometimes several people will cluster in the kitchen to share in the cooking. This should be anticipated in the design to preserve its functionality.)
- General requirements for the kitchen are:
 - hard-wearing cupboards and benchtops of heavy-duty construction
 - good bench space, with good lighting over
 - good cupboard space, preferably with a pantry
 - ample power outlets
 - an exhaust hood (externally ducted, if possible) should be provided over the stove or cook-top)
 - space should be provided for a dishwasher.

4.7 FAMILY ROOM

- The family room should be located adjacent to the kitchen and kitchen eating area (if provided) but must be capable of separation from the kitchen.
- It should have direct access to the private yard of the Manse.
- It should not be a corridor with access to other rooms.

4.8 KITCHEN EATING AREA

- If this area is provided it is located with the kitchen as an alcove or small area linking to the family room capable of holding a small dining table and chairs for family meals.

4.9 MAIN BEDROOM

- The main bedroom should be equipped with built-in (or walk-in) wardrobes and should have room for:
 - either two single beds or a queen size bed built-in or walk in wardrobe
 - two bedside tables
 - dressing table.
- An en-suite bathroom is desirable but not mandatory.

4.10 BEDROOMS 2-4

- Secondary bedrooms should have a built-in wardrobe and be capable of sleeping two people with all necessary furniture.

4.11 BATHROOM (family)

- The family bathroom should have a bath, shower recess and vanity basin but not a toilet.
- A desirable option is to have a shared vanity unit with separate areas for bath/shower and toilet.
- There must not be a direct view from any other room to the bathroom and care should be taken to avoid reflections from mirrors to other areas.
- An exhaust fan should be installed to ensure good ventilation.
- Bathroom windows should not be located near public access areas outside the building.

4.12 BATHROOM (en-suite, if provided)

- There are two options for the en-suite bathroom:
 - bathroom opening off main bedroom
 - bathroom adjacent to main bedroom but not opening into it so that it is capable of being used by others without infringing the privacy of the main bedroom.
- If provided, the en-suite bathroom should contain:
 - shower recess
 - WC
 - small vanity basin.
- An exhaust fan should be installed to ensure good ventilation.

4.13 LAUNDRY

- The laundry should be located near to the kitchen and rear entry.
- The laundry should contain:
 - (at least one) large stainless steel laundry tub
 - space for washing machine (large, top loading)
 - space for clothes dryer (floor mounted)
 - if the hot water unit is to be floor mounted space should be allocated to it in the laundry.

4.14 GARAGE

- Space should be provided for two cars.
- If a garden shed is not provided space should be allowed to store garden tools, bicycles, etc.
- Direct access to the garage from the house is desirable. Careful attention must be given to the security of this access.

4.15 STORAGE

- Cupboard storage should be generous in size.
- Storage should be provided for:
 - linen (cupboard)
 - cleaning goods (cupboard)
 - food (pantry)
 - visitors' cloaks
 - boxes and suitcases. (This space may be provided on a platform in the garage, in which case the platform should be strongly constructed and be approximately 1000mm deep).

5 FITTINGS AND SERVICES

5.1 BUILT-IN WARDROBES

- Wardrobes should be at least 600mm deep internally.
- They should be fitted with top shelf, hanging rail and bottom shelf.
- Drawer units should be provided in each wardrobe.

5.2 ELECTRICAL LAYOUTS

- An electrical layout for the residence should be submitted with working drawings, and, where applicable should show locations of:
 - mains supply and meters
 - exhaust fans in bathrooms, toilets and laundry exhaust duct in kitchen
 - telephone points and if a "Commander" type system is used, the location of the switchboard)
 - TV coaxial cable outlets
 - intercom
 - power points (general purpose outlets or GPO's)
 - light fittings

- location of hot water unit (gas or electric)
- major kitchen appliances.
- Allow sufficient GPO's particularly in family and bedroom areas.
- Provide sufficient circuits to different zones of the house.
- Consider the position of the TV aerial.

5.3 PLUMBING AND DRAINAGE

- A plumbing and drainage plan for the residence should be submitted with working drawings and should provide details of:
 - sewer connection or septic installation
 - stormwater drains and method of disposal
 - hot water service.
- If a septic tank is to be installed, ensure that the siting is adequate to dispose of effluent away from the dwelling and other structures on the site.
- Check the availability of sewer and determine any special costs associated with connecting past the property boundary.
- Where possible install off-peak hot water units preferably located externally. Consider the relative benefits of electric or gas installations.
- Wherever possible all plumbing should be in copper
- All sanitary drainage should be in terra cotta in preference to PVC.
- All stormwater should be in UPVC.
- Ensure that adequate stormwater drainage is provided particularly on cut and fill sites and behind retaining walls or areas likely to flood. Always provide a natural overflow to areas likely to retain water and possibly flood the building.
- Care should be taken to drain driveways sloping towards the garage of the residence.

5.4 STAIRS AND HALLWAYS

- All entry doors, hallways and stairs should be wide enough to allow for the easy movement of furniture through the house. (Minimum width for halls is 1000mm).
- When designing stairs, the rise and tread must comply with Ordinance 70, as must the height of railings. The formula setout in the Ordinance for determining stair sizes is:
 - $(2 \times \text{rise}) + \text{tread}$ should equal a number between 585 and 630
 - this allows a comfortable range of stair sizes to be determined, and limits the maximum and minimum sizes of treads and risers as follows:
 - o riser = from 115mm - 190mm tread = from 250mm - 395mm
 - e.g. for a stair with a rise of 175mm the formula applies as follows:
 - o $(2 \times 175) + 235 = 585$ $(2 \times 175) + 280 = 630$
 - o the minimum tread size is 250mm, therefore the acceptable tread size is between 250 and 280mm.

5.5 OTHER FITTINGS

- Smoke detectors should be installed in sufficient numbers and in such locations as to provide maximum protection to residents.