

## RECTORY CONSTRUCTION

### Diocese of Nova Scotia & Prince Edward Island

#### FOREWORD

1. The construction of a rectory involves considerable expense and planning on behalf of a parish. Parish Officers are reminded that Canon 38 requires that plans, details of financing and all other pertinent information be presented to the Synod Office for approval by the appropriate committee prior to the start of work. It is strongly suggested that the Synod Committee be consulted during the initial planning stages and prior to approval of plans or concepts by the Parish Council. This can save the expense of having architectural and engineering drawings changed at a later date.
2. If the parish will require financing through the Diocesan Church Extension Fund, it is vital that early contact be made with the Mortgage, Loan & Property Task Group. Applying for funding for a project after work has begun is not acceptable.
3. Parish officers should remember that as well as being another parish building they are in fact building a "home" for the rectory family. Everything possible should be done to ensure the building is constructed and maintained to provide a safe and comfortable home for the occupants. While it is understandable that everything be done to keep costs within reasonable limits, excessive cost cutting using sub-standard materials or unknowledgeable laborers is not acceptable. These practices may result in a heavy financial burden for the parish in future years, subject the rectory family to undue discomfort and jeopardize their safety.
4. Parishes are also reminded that the provision of a rectory forms part of the remuneration package for clergy and, as such, housing is not a "gift" that the parish provides to its rector.
5. The fact that rectories are sometimes used for parish purposes should be kept in mind when designing space requirements.
6. If the parish does not provide a parish office in an associated church, then there must be a parish office provided on the main floor of the rectory with universally accessible access.
7. Great care must be taken in the selection of a rectory site. Consideration should be given to the nature of the district, the trend of the district, conformity of the proposed rectory to the neighborhood and zoning regulations, distance to the church, schools, shopping centers and public transportation. While some may think it desirable to locate the rectory next to the church, consideration must be given to the rectory family's right to some privacy.
8. Parish rectories shall be maintained in accordance with the National Housing Act and all applicable Provincial and Municipal building codes. They are to be inspected annually by a parish committee together with the clergy person as per Policy 2.2.11, to ensure that necessary repairs or renovations are completed in a timely manner, convenient to the occupants. This will help avoid situations where parishes are faced with extensive rebuilding projects made necessary by a lack of preventative maintenance. A permanent property log must be maintained, noting the date, contractor and cost of each inspection, repair and renovation. This is important when maintaining equipment such as furnaces, hot water heaters, etc.. The property is also to be inspected by the Regional Dean according to Diocesan Policy 2.2.11 and Canon 38.
9. Parish Officers should ensure that any contractor used in the construction or finishing of the building is properly insured and their employees are covered by Workman's Compensation Board. The contractor may belong to a professional provincial home building association such as Nova Scotia Home Builders Association (NSHBA).

### DESIGN CONSTRUCTION

1. The building must be designed for ease of accessibility. Split-entry and split-level structures can be awkward and inefficient and are, therefore, discouraged.
2. Construction of any building must meet or exceed the National Building Code (NBC), Canada Mortgage and Housing Corp. Code and all applicable Provincial and Municipal building codes in regards to electrical, plumbing, heating, carpentry and insulation.
3. All rectories should have a full size basement (lower level) with a minimum finished eight foot (8') head clearance in order to utilize all possible space, unless prohibited by local environmental conditions. Please see Appendix B, regarding humidity.
4. If there is to be a parish office in the rectory, this must be constructed in an isolated area of the building with a separate exterior entrance. This office must also be accessible from the interior of the building for use by the rector. Both the exterior and interior entrance to the office must meet the code for accessibility. It should have adequate and permanent shelving for books and other office-type paper storage. A washroom should be situated accessible to the parish office to eliminate intrusion to the living area. The office should be of sufficient size to accommodate four (4) people comfortably at the same time. Minimum suggested size is twelve feet by sixteen feet (12' x 16'). The parish office must have separate electrical outlets dedicated for a computer and a photocopier and internet access. There should be a separate telephone jack for a fax machine even if the parish does not have such a machine at this time.
5. If possible, the house should be provided with a garage.
6. Plans for construction shall be designed from a proper set of "blue prints and specifications" as drawn up as specified by a qualified architect, with the proper building permits obtained and posted on site.

### EXTERIOR

1. All exterior entrances must be three feet (3') wide and each main level and all lower levels of the building must have at least one wheel chair accessible entrance but preferably all entrances shall be accessible.
2. Where exterior asphalt shingles are to be used, they should be of a twenty-five (25) or greater year life expectancy quality.
3. Windows should be of solid vinyl or fiberglass construction. Energy efficient double or triple glazed casement windows using Low E and/or Argon gas are recommended.
4. The exterior shall be fully landscaped and the building have eaves-troughs properly graded and down-spouts where necessary. The down-spouts should be extended to direct water away from the foundation.
5. The exterior of the building must be properly lighted and there should be motion activated lights installed in appropriate areas.
6. The exterior should be constructed using low-maintenance products, such vinyl, brick, manufactured wood siding, etc.
7. If there is no garage, then there must be an exterior storage shed on the property in order to safely store garden tools, lawn mowers, gas, etc. Minimum suggested size of this shed is eight feet by twelve feet (8' x 12')

### PLUMBING, HEATING AND ELECTRICAL

1. If the structure is not on central water and sewage systems, great care should be taken that sewage treatment systems meet with the strictest standards currently available, be they Federal, Provincial or Municipal standards. The water supply should have the proper water treatment system appropriate for that area. A submersible pump is recommended for wells rather than a jet pump.
2. A heat recovery ventilator should be installed, if required, with a fresh air supply duct to each room. Please see Appendix A.
3. The heating system shall be the most efficient system available which is suitable for the installation. A Heat Pump System or Geothermal System should be considered if possible. If an oil fired, hot water baseboard distribution system is used, then all hot water baseboards units are to be equipped with internal dampers to control heat flow to the room. As well, as a guide, the home should be zoned as follows:
  - Zone 1 - serving bedrooms and related baths
  - Zone 2 - living room and dining room
  - Zone 3 - kitchen, main floor bathroom and other main floor high traffic areas.
  - Zone 4 - parish office, if provided
  - Zone 5 – the basement
4. With regard to the hot water system, a solar assisted heating system should be considered. If a hot water heating system is used as the main source of heat for the house, then the domestic hot water shall be heated with the heating boiler. When the domestic hot water is heated from a coil from the heating boiler, a thermostatic mixing valve shall be installed to prevent scalds and conserve hot water. In any type of hot water heating system, all showers in the house must be equipped with temperature and pressure-balancing valves.
5. All bathrooms must have a separate exhaust fan rated at 100 CFM minimum and at least one GFCI electrical outlet.
6. The chimney must be sized in accordance with CSA code.
7. A minimum of 200 amp electrical service is required.
8. In accordance with the plumbing code, each faucet to be equipped with a vacuum breaker.
10. There shall be one outside electrical outlet located on the driveway side of the building. Consideration should be given to additional outlets. Outlets should have a hinged weatherproof cover and a ground-fault circuit interrupter.
11. There should be an exterior faucet on the driveway side of the building. Consideration should be given to additional faucets. All exterior faucets should be of the frost free design.

## 2.2.2a

### LIVING AREA

1. The building must have no less than 2,000 square feet of living space.
2. A rectory must have a minimum of three bedrooms, and 1 and ½ baths. Placement of the laundry facilities should be given careful consideration.
3. Serious consideration should be given to floor coverings, taking into account individuals with allergies. Carpets in kitchens and bathrooms are prohibited.
4. Consider using three quarter inch (3/4") tongue and groove plywood or the equivalent for sub-floors. All floors are to be installed according to the manufacturer's or installer's instruction. Flooring materials to consider include laminate, engineered hardwood, linoleum and tile.
5. Every room should be pre-wired for telephone, cable and internet connections where appropriate and available whether or not these are to be activated.
6. Great care must be given to planning, choosing or designing a house to ensure that there is adequate closet space in bedrooms, foyers, bathrooms and/or hall, that which it is of sufficient size to accommodate most sizes of family units and that room sizes are sufficient for maximum usage. No bedroom shall be less than ten feet (10' x 10'). There must be a proper size eating area either as a part of the kitchen or as a separate dining room.
7. There must be CSA approved smoke alarms of the ionization type hard wired into the electrical supply system on each level of the house and in the vicinity of bedroom areas. Carbon monoxide detectors must be installed and regular radon testing must be completed if applicable to the geographical area.

### KITCHEN

1. Prebuilt kitchen cupboards may be used.
2. The kitchen is to be equipped with a vented, 2 speed range hood (not charcoal).
3. New appliances must be provided including a family size refrigerator, stove, washer, dryer and dishwasher.
4. The kitchen area shall be provided with a wall mounted fire extinguisher of the dry chemical type, rated ABC with a minimum size of 5 lbs. It is highly recommended that fire extinguishers be provided on each level of the house.

### GENERAL

1. Interior doors must be a minimum of two feet ten inches (2'10") wide and have lever door handles.
2. The house should have an alarm system. Proper dead bolt security locks on exterior doors are required.

### **APPENDIX A**

#### **Heat Recovery Ventilator Versus Air Exchange System**

The air exchange system exhausts air from the building and brings in fresh air. Basically it is a blower unit with a duct system that distributes fresh air to various parts of the building. A separate duct system picks up stale air in the building and vents it to the outdoors.

Bringing in fresh air with these systems can be costly because the fresh air must be heated. These systems could increase the heating costs by as much as \$200.00 or more per year.

The heat recovery ventilator also has a similar ducted system to bring in and exhaust air. With these systems, much of the heat energy in the outgoing air is transferred to the incoming air and pre-heats this air, reducing heating costs.

Only the heat recovery ventilator should be considered and fresh air should be ducted to each room in the home and supplied through diffusers installed in the ceiling. The fresh air being cooler and heavier, if introduced from the ceiling level will not cause cool drafts as it falls and mixes with the room air. A number of companies provide systems with only one or two registers for the entire home and are regarded by the industry as inferior.

### **APPENDIX B**

#### **BASEMENT HUMIDITY**

In our climate, basement humidity is a greater problem in summer months. Insulated, finished basements have fewer problems because insulated walls provide a warmer surface and less condensing occurs.

When problems do occur, a de-humidifier is the only effective device that exists. Even these will get the humidity down to 60% which is usually acceptable. There are a number of other devices on the market that are expensive and rarely effective.

Operating heat recovery ventilators in summer months can often make the problem more severe. Hot humid air from the outdoors is drawn into the basement and when coming in contact with a cool surface, causes more condensation.