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Source - Diocesan Council
Committee -Mortgage, Loan &Property

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 Subcommittee. Applying for funding a project after work has begun is not acceptable.

3. Parishes are reminded that by constructing a rectory they are in fact building a "home" for the rectory family. Everything possible should be dome to ensure the building provides a safe and comfortable home for the occupants. While it is understandable that everything be done to keep within reasonable limits, excessive cost cutting using sub-standard materials or unknowledgeable laborers is not acceptable. These practices will result in a heavy financial burden for the parish in future years and 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. As rectories are sometimes used for parish purposes, this should be kept in mind when designing space requirements. Careful consideration needs to be given to larger-than-normal living rooms, separate dining rooms and the addition of powder rooms that might not be typical of a "normal" ("average") house.

6. Even if there is not to be parish office located in the rectory, it is highly recommended that a study be provided for the rector.

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 local regulations in regards to electrical, plumbing, heating and carpentry.

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", Page 8, regarding humidity.

4. If there us to be a parish office in the rectory, this must be constructed in an isolated area of the building with a *separate exterior entrance* that is barrier free. This office must also be accessible from the interior of the building for use by the rector and it should have adequate and permanent shelving for books and other office-type paper storage. Office/study 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'). A washroom should be situated accessible to the study to eliminate intrusion to the living area.

5. A parish office/study must have separate electrical outlets dedicated for a computer and also for a photocopier. There should be a separate telephone jack for a fax machine even if the parish does not have such a machine at this time. This office/study should have adequate and permanent shelving for books and other office-type paper storage. Minimum suggested size is twelve feet by sixteen feet (12' x 16')

6. Plans for construction shall be designed from a proper set of "blue prints and specifications" drawn by a qualified technician.

EXTERIOR

7. All exterior entrances must be three feet (3') wide and each main level and all lower levels of the building must have atleast one wheel chair accessible entrance but preferably all entrances shall be accessible.

8. Where exterior asphalt shingles are to be used, they should be of a twenty-five (25) year life expectancy quality.

9. Windows should be of solid vinyl construction. Double glazed casement windows are recommended. All glazing should be of the low "E" type glass.

10. The exterior shall be fully landscaped and the building have eaves-troughs properly graded and, where necessary, the down-spouts should be extended to direct water away from the foundation.

11. The exterior of the building must be properly lighted and there should be motion and heat sensor activated lights installed in appropriate areas.

12. The exterior should be constructed using low-maintenance products, such vinyl, brick, etc.

2.2.2a

13. 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

14. 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 that a jet pump.

15. A heat recovery ventilator must be installed with a fresh air supply duct to each room. The fresh air supply diffusers should be the circular type and should be installed in the ceiling at or near the center of each room, keeping in mind the placement of lighting fixtures. Exhaust ducts should be installed in the kitchen, bath/shower areas in the home. The ventilation system should conform to standard CS A. F326. The installer should be H.R.A.I. certified. Please see Appendix "A", page 5.

16. Heating System - the heating system shall be oil fired with a zoned, hot water baseboard distribution system. The domestic hot water shall be heated with the heating boiler.

As a guide, the home should be zoned as follows: Zone 1 - serving bedrooms; Zone 2 - living room and dining room' Zone 3- kitchen , bath and other high traffic areas.

The parish office/study, if provided, should be a forth zone if located on the main floor or in the basement.

When the domestic hot water is heated from a coil in the heating boiler, a thermostatic mixing valve shall be installed to prevent scalds and conserve hot water.

All hot water baseboards units to be equipped with internal dampers to control heat flow to the room.

The chimney must be sized in accordance with CSA Code B139-M91.

Please see attached check list for hot water systems, Page 7 of **2.2.2b**

17. A minimum of 200 amp electrical service is required.

18. There should be two exterior water faucets with hose-end connections, preferably located at opposite sides of the building. Each faucet to be the non-freeze wall hydrant type.

In accordance with the plumbing code, each faucet to be equipped with a vacuum breaker. Use Cambridge Brass Model 32W; Nibchem #90 or equal.

19. 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.

LIVING AREA

20. The building must have no less than 2,000 square feet of living space.

21. A rectory must have four (4) bedrooms of which one (1) must be on the main level. Placement of the laundry facilities should be given careful consideration. It is recommended that these be placed near the bedrooms possibly on the same level. It should be possible to construct the fourth bedroom, an adequate rec. or family room, storage area, half bath and parish office/study in the basement of the house.

22. Serious consideration should be given to floor coverings, taking into account individuals with allergies. Carpets in kitchens and bathrooms are prohibited.

23. All sub-floors are to be three quarter inch (3/4") tongue and groove plywood. All floors which will be covered with cushion flooring must have an underlay installed according to the manufacturer's or installer's instruction.

24. Every appropriate room should be pre-wired for telephone and cable television where available whether or not these are to be activated.

25. All bathrooms must have a separate exhaust fan rated at 100 CFM minimum.

26. Great care must be expected in planning, choosing or designing a house to ensure that there is adequate closet space in bedrooms, foyers, bathrooms and/or hall, that 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.

27. There must be smoke detectors of the ionization type installed on each level of the house and in the vicinity of bedroom areas. Detectors must be CSA approved.

KITCHEN

28. The use of Melamine Board (particle or saw-dust board) for shelving or kitchen cupboards is prohibited.

29. Kitchen range hoods - each kitchen to be equipped with a vented, 2 speed range hood (not charcoal).

30. Family size refrigerator and stove in good working order must be provided.

31. 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

32. Interior doors must be a minimum of two feet ten inches (2'10") wide.

33. The house should have an alarm system. Proper dead bolt security locks on doors are required.

34. 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.

2.2.2a

APPENDIX A

Heat Recovery Ventilator Versus Air Exchange System

The *air exchange system* exhaust 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 cool surface, causes more condensation.

2.2.2a

FOREWORD

Parish rectories shall be maintained in accordance with the National Housing Act and all applicable Provincial and Municipal building codes.

Parish officers should remember that as well as being another parish building, the rectory is a home for the rector's family. The rectory shall be maintained in such a manner as to provide a safe and comfortable home for clergy families.

Rectories are to be inspected by the Regional Dean according to Diocesan guidelines and Canons. They should also be inspected regularly and not less than annually by a parish committee 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 repair or renovation. This is important when maintaining equipment such as furnaces, hot water heaters, etc.

Parishes are 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.