

Departing Minister Check List

- 1) Arrange to perform an Annual Check on the manse if one has not been performed within three months of the Minister's expected departure date.
- 2) On the day of departure:
 - a) Read the gas & electricity meters and remind the departing Minister to close their utility accounts and cancel any garden waste collections. It would also be a good opportunity to read the water meter, if appropriate.
 - b) Check that no personal items or furniture remain, and that any rubbish has been disposed of.
 - c) Collect all the keys and any alarm code from the Minister and their family members. NB: Keys for garage, shed or gate padlocks, and window locks.
 - d) Turn off any external power/charging points and taps.
 - e) Check that all windows and external doors are locked, including the garage and any sheds. NB: The cat flap, if fitted.
- 3) Inform the Insurance company that the manse is empty and comply with any Unoccupied Property endorsements. These vary dependant on the Insurer but will usually require a weekly check of the property and may require the Central Heating System to be drained of water and all services turned off.
- 4) Inform the local Council that the manse is now unoccupied and is to be let. Request a Class B exemption: Charity owner - unoccupied less than six months.

If the Pastoral Committee / Moderator has confirmed that a Minister is expected to be called within 12 months and the manse will not be let, request a Class H exemption: being kept empty for a minister of religion.
- 5) Keep checking the post at the manse for "Welcome Letters" from the utility companies and open accounts in the name of the Church. For manses without Smart Meters, arrange for meter readings to be taken at least quarterly and submitted to the utility companies.
- 6) Within the two weeks of the vacancy:
 - a) Arrange for the bins to be put out on the appropriate day(s) and then stored in the garage or a shed.
 - b) Turn off/defrost the fridge & freezer and prop open doors/lids.
 - c) Make a key inventory and ensure that there are three sets of keys to external doors, including the Church's set.
- 7) If the manse is not to be let, consider arranging for a gardener.
- 8) Discuss with Synod Property Officer (and possibly the Letting Agent) about any works needed prior to the letting or arrival of a Minister and whether the manse will require a 10-Year Survey. Unless otherwise agreed by the Synod Property Officer, all work prior to letting will be arranged and paid for by the pastorate, costs to be recouped from letting income.