

Presbytery of Susquehanna Valley

Request to Mortgage, Indebt, Sell, Lease Church Property

For Action By: Presbytery of Susquehanna Valley

To: Presbytery Cabinet, via the Finance Sub-Committee

Date: _____

Name of Church _____

Address _____

Name of Pastor _____

Name of Officer representing Church _____

Officer's Address _____

Officer's Telephone _____

Date of Congregational Meeting authorizing this request: _____

Statement of Request:

If a property purchase, sale, or lease:

FULL LEGAL DESCRIPTION OF PROPERTY, with Metes and bounds as in deed or contract:

Supportive Statement for Mortgage Request – Present Record of Church

1. Finances

a. Cost:

1) Cost of land to be acquired, if any _____

2) Anticipated cost of new structure or renovations _____

3) Other anticipated expenditures such as furnishings, cost of organ, etc.

b. Assets:

1) Cash on hand _____

2) Amount pledged to date _____

3) Value of real property including buildings _____

4) Amount of invested funds _____

c. Mortgage and/or Loan Plans

1) Commercial loans of mortgages negotiated or discussed for this project.

Name of Bank or lending institution

Address _____

Discussed with _____ Date _____

2) Mortgage Amount Requested _____

3) List other funding sources, such as Presbytery, Synod, or GA agencies or funds, along with amounts and terms.

Source	Amount	Terms
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

d. Fund raising efforts:

1) Has a financial gifts/pledge campaign for project been conducted by congregation?

_____ If so, Date Begun _____

2) Assisted by Agency or firm _____

3) Results _____

e. For sale of Property:

1) Proceeds of the Sale: _____

Is this the Asking Price or the Final Agreed upon Amount? _____

2. **PRESENT FACTUAL INFORMATION:**

a. Present Indebtedness or Obligation

1) Mortgages, loans (on church or manse):

Date	Lender	% Interest	Plan of payment
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

2) Any other debts? _____

b. Insurance Fire-Liability, List Policies

Company	Amount	Date	Premium	Liability Limits
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Has or will provision been made to cover new buildings? _____

c. Titles or Deeds

In whose possession? _____

Church Attorney: Name _____

Address _____

Phone _____

d. Statistics of growth over past 5 years

- | | | | | |
|---------------------------|------------------|-------|---------|-------|
| 1) Membership | 5 years ago | _____ | Present | _____ |
| 2) Local Mission \$ | 5 years ago | _____ | Present | _____ |
| 3) General Mission \$ | 5 years ago | _____ | Present | _____ |
| 4) Anticipated Membership | 5 years from now | _____ | | |

e. Attachments needed

- 1) Attach Annual Financial Statements from the last three years.
- 2) Attach Current Operating Budget. Include Mission/Benevolence Budget if not incorporated into the Operating Budget.
- 3) Attach a list of assets and/or the Financial Balance Sheet.
- 4) Submit certified copies of resolutions by Trustees (if applicable), Session and Congregation authorizing this project, including number of votes for and against.

3. THE MISSION OF THE CHURCH

a. What do you understand as your church's mission?

b. What is the relationship of this project to that mission?

c. If this request is to approve a sale, why is the church selling this property?

d. If a property is to be sold, what will the proceeds be used for? In particular, will the money be used to balance the operating budget?

e. Are there other possible ways by which the mission of your church could reach its goal? If so, list them:

f. What is your evaluation of these alternatives?

Signed by:

President of Trustees or
Chairman of Corporation

Clerk of Session

1. Action by Finance Sub-Committee (Date) _____

2. Action by Presbytery Cabinet (Date) _____

3. Action by Presbytery of Susquehanna Valley
(Date) _____

Signature of Stated Clerk _____