

GIDDINGS-LOVEJOY PRESBYTERY
Property Committee
REQUEST FOR PERMISSION TO ENCUMBER PROPERTY

Requests for permission to buy and/or encumber property must be received by presbytery's Property Committee at least 30 days prior to the date of desired action. Send requests to:

Property Committee
Presbytery of Giddings-Lovejoy
2236 Tower Grove Avenue
St. Louis, MO 63110

Date: _____

Name of Church: _____

Address: _____

I. Nature and Purpose of Request

A. Nature of Request:

- | | |
|--|---|
| <input type="checkbox"/> Land or building acquisition | <input type="checkbox"/> New building construction |
| <input type="checkbox"/> Expansion of present building | <input type="checkbox"/> Renovation of present building |
| <input type="checkbox"/> Refinancing of indebtedness | <input type="checkbox"/> Other |

B. Brief Description of the Project:

Land or building acquisition should include additional form completed. New building and expansion/renovation of present building should include: type of construction, size of building, purpose, cost. Refinancing of indebtedness should include names of lending institutions, terms of loans, church's debt service plan for refinancing, etc.

C. Demographic Data:

Please summarize the demographic characteristics of the church's community (population increase or decline, economic characteristics, ethnic makeup and any special demographic influences).

D. Mission & Ministry Goals

What specific goals for the mission and ministry of your congregation will be furthered by this project? How?

II. CAPITAL FUNDS CAMPAIGN

Would you like more information on Church Development Corporation or General Assembly Church Financial Campaign services? YES NO

III. FINANCIAL DATA

Total cost of project:

Membership of church:

Amount of cash in hand:

Amount of project pledges in hand _____ Dates of capital pledge campaign: _____

Project pledges to be received: _____

Total to be financed: _____

Legal description(s) of all property to be mortgaged as collateral for loan:

IV. CONGREGATIONAL ACTION

A. Attach a copy of the text of the congregational action(s) regarding this project:

B. List the congregational tally on the above motion(s):

[] FOR [] AGAINST [] ABSTENTIONS

Date of Congregational approval:

Signature of Clerk or Moderator

=====

Presbytery Action:

Property Committee: _____

Date of Action by Mission Council: _____

[] Approved [] Not approved (specify reasons on back)

Signature of Stated Clerk:

SUPPORTING INFORMATION

Please attach copies of the following:

(As Applicable Verify with Executive Presbyter or Property Chair)

- 1) Copies of the last two year's budgets
- 2) Copies of the last two year's financial reports
- 3) Copies of the current year's budget
- 4) With reference to total church budget, number of current operating pledge units and amount of average pledge and total pledges?
Number of non-pledged giving units and amount pledged
- 5) What committee will have the responsibility of supervising this project?
Please list committee members, addresses, and telephone numbers.
- 6) Copy of deeds and title insurance for all real estate owned by the church.
If not readily available please list name and location of each.
- 7) Copy of the church's Standing Rules, Corporate Bylaws, Articles of Incorporation and current incorporation status with the state of Missouri or Illinois.
- 8) Copies of outstanding mortgages, notes or loans.
- 9) Copies of all insurance policies (along with a summary sheet on each)
A certified copy is probably available through your carrier.
- 10) An architectural plan or drawing will be provided to the presbytery. If available an AIA approved drawing will be accepted.
- 11) When a contract is finalized with a General Contractor, the Presbytery needs a copy. Proof of insurance from the General Contractor is also requested.
- 12) Copies of other relevant materials.

If more detailed information is needed by the Property Committee or the Financial Management Committee of the Presbytery of Giddings-Lovejoy it reserves the right to request such information.

Reference: *Book of Order* G-8.0000 all sections.