

Southwest Indiana District Church of the Nazarene

STANDARD POLICY AND PROCEDURE:

APPROVALS FOR LOCAL CHURCH TO REMODEL, BUILD, PURCHASE PROPERTY, BORROW MONEY OR SELL PROPERTY

MANUAL, Church of the Nazarene, 2001-2005:

103. Property. The local church considering the purchase of real estate, the erection of churches or church-related buildings, a major remodeling of either, or leasing real property for any reason, shall submit its proposal to the district superintendent and the District Church Properties Board for their consideration, advice, and approval. No indebtedness, whether involving a mortgage or not, shall be incurred in the purchase of real estate or the erection of buildings or a major remodeling of either, without the written approval of the district superintendent and the District Church Properties Board. (234-35.5)

104. Restrictions. The local church may not purchase real estate, nor sell, mortgage, exchange, or otherwise dispose of real estate except by two-thirds vote of the members present at an annual meeting, or at a special meeting duly called for that purpose, except the church board may approve by two-thirds vote of its members present and voting, properties donated for the specific purpose of providing funds for the local church, and except upon the written approval of the district superintendent and the District Church Properties Board. (113.2-13.3, 113.6, 113.13, 235.3)

235. The duties of the District Church Properties Board are:

235.3. To consider propositions submitted by local churches relating to the purchase of real estate or the erection of church buildings or parsonages, and to advise them concerning the propositions submitted. (103)

235.4. To approve or disapprove, in conjunction with the district superintendent, propositions submitted by local churches relative to church building plans and the incurring of indebtedness in the purchase of real estate or the erection of buildings. The Church Properties Board shall normally approve a request to increase indebtedness subject to the following guidelines:

1. The local church requesting approval to increase indebtedness paid all financial apportionments in full for the two years preceding the request.
2. The amount of total indebtedness will not exceed three times the average of the amount raised for all purposes in each of the preceding three years.
3. The details of the planned remodeling or construction shall have been approved by the Church Properties Board.
4. The amount of indebtedness and the terms of payment will not jeopardize the spiritual life of the church.

The Church Properties Board may approve requests that do not meet these guidelines only with the approval of the district superintendent and the District Advisory Board.

The attached materials are intended to assist the local church in applying for certain permissions within the purview of the District Church Properties Board. The following suggestions are offered to facilitate the approval process:

1. *Begin communication with the district superintendent and the Vice-Chairman of the Board of Church Properties very early in your process, even while the idea is still in the development stage.*
2. *Maintain frequent contact with the Vice-Chairman of the board during the process, alerting him to any changes or revisions being considered.*
3. *Schedule adequate advance time for completion of the approval process. This will include time for announcing the call of the Board of Church Properties meeting, an on-site visit by the members of the board, and time for administrative handling of documents. If the local church finds it necessary to abbreviate the time factor, additional costs for expenses may be billed to the local church.*
4. *Plan according to the following order of events:*
 - a. *Idea germination*
 - b. *Church board appoints committee for project*
 - c. *Pastor/Committee contacts district superintendent and board Vice-Chairman*
 - d. *Committee presents finalized project to local church board for vote*
 - e. *Applications (enclosed) are completed and sent to the Vice-Chairman or Secretary of the Board of Church Properties*
 - f. *An on-site visit is scheduled by the Board of Church Properties (Be aware that the board may wish to meet with the committee or the church board in addition to the Pastor.)*
 - g. *Board of Church Properties provides guidance with required revisions, and votes approval/disapproval (Note: Some applications require multiple approvals throughout the development process.)*
 - h. *Revisions for compliance, if any, are made and congregational vote is conducted (Note: The revisions may require a vote for approval by the local church board prior to the congregational vote.)*
 - i. *Application is sent to district superintendent with information completed regarding congregational vote*
 - j. *District superintendent completes final approval/disapproval section of application and returns form to local church*
 - k. *Provided all approvals are granted, project may begin*

This is **God's Church!** Every consideration must be saturated with earnest **prayer for God's guidance and blessing.** While this process may take on some very earthy appearances, we must all be aware that these matters are spiritually freighted and godly stewardship must be exercised.

**PLEASE DUPLICATE THE ATTACHED FORM NEEDED
REQUEST FOR APPROVAL**

TO REMODEL AN EXISTING BUILDING

SOUTHWEST INDIANA DISTRICT

DATE: _____

This application is made to do minor remodeling. If major remodeling or addition is to be made, the form "Request to Build" should be used with information added on the existing building.

1. Church requesting permission to remodel: _____

Address: _____

2. Describe the remodeling work to be done. How will it affect the present building? (Attach drawings showing complete existing plan and the remodeled areas) _____

3. How will the new remodeling be used? _____

4. a. Will you secure the services of a registered architect or engineer? _____

b. Who? _____

c. What similar projects has the professional successfully completed?

d. What will the fee be? Both present _____ % and actual \$ _____

e. Will your architect/engineer provide plans and specifications for competitive bidding? _____

Will he/she serve you during construction? _____

(Where applicable include the following information:)

Foundation and Structure

If additional load is being added, has the foundation and structure been checked for load-carrying capacity?

Yes _____ No _____

Walls—Interior (existing or new)

Type: load-bearing _____ non-load-bearing _____ portable _____ folding _____
other _____

Materials: wood studs _____ steel _____ plastered _____ dry wall _____

paneled _____ studs _____
other _____

Floor Covering

Materials: _____

Heating, Ventilation, and Air Conditioning

Describe changes and include a plan. Will the existing system work well for the revised areas?

Plumbing

Show changes and describe _____

Electrical Service and Lighting

Show plans and describe.

Sprinklers

Yes _____ No _____

5. Have you checked and know that your proposed building is within local, state, and federal building, plumbing, fire, safety, health, and environmental codes and zoning? Yes _____ No _____

6. Who will be the contractor? _____
How will the builder be selected? Competitive bid _____ Recommendation _____

Will any work be done by volunteers? _____ What percent? _____ %

7. What is the proposed cost? _____

8. Will it be necessary to borrow money? _____ (Fill out "Request for Approval to Borrow Money" form.)

9. How do you plan to furnish the building? _____

How much will furnishings cost? _____ Is this a firm price? _____

APPROVAL FORM TO REMODEL AN EXISTING BUILDING

SOUTHWEST INDIANA DISTRICT

DATE: _____ CHURCH: _____

A. Please record the vote of the church board for recommending this project to the church membership.

Date of board vote: _____ Number of ballots cast _____ Yes _____ No _____

Signed: _____ Date: _____
Church Board Secretary Pastor

B. When is the earliest date you could set to have the District Board of Church Properties meet with you to review preliminary (schematic) sketches of your building plans, cost proposals, and finance plans?

_____ 20 _____
Month Day

The District Board of Church Properties will want to visit the premises for any new, major remodeling prior to considering this application.

C. Please complete this form to this point and submit it to the District Board of Church Properties.

APPROVAL OF DISTRICT BOARD OF CHURCH PROPERTIES

D. Approval is hereby given to the _____ Church to remodel, according to the above plans, with the following alterations: _____

Signed: _____
Secretary, District Board of Church Properties

E. Please record the church membership vote on the above plans.

Date of membership vote: _____ Number of ballots cast _____ Yes _____ No _____

Signed: _____ Date: _____
Church Board Secretary Pastor

F. What are the anticipated dates for the beginning of construction and completion?

G. Please return this form to the district superintendent.

H. Final approval for the above proposal is hereby given.

Signed: _____ Date: _____
District Superintendent

(Rev. 5/2002)

DATE _____

SOUTHWEST INDIANA DISTRICT

This form is to be completed by the church which is planning to build a structure, add to an existing structure, do major remodeling, or construct a site amenity such as a parking lot or recreational area. All applicable parts of this form should be completed and returned to the District Board of Church Properties.

STEP ONE—APPROVAL INFORMATION

1. Church requesting permission to build _____
2. Describe type of construction proposed:
 - a. Church building _____
 - b. Educational building _____
 - c. Combined church and educational building _____
 - d. Recreational building _____
 - e. Minister's residence _____
 - f. Garage _____
 - g. Shop _____
 - h. Prefab classroom _____
 - i. Sitework _____
 - j. Paving/Parking _____
 - k. Recreational (outdoors) _____
 - l. Other _____
3. How will this new construction be used? _____

4.
 - a. Have you interviewed and selected a registered architect/engineer or other professional? _____
 - b. Attach resume of professional and copy of proposed contract. Approval of the contract is required prior to signing the agreement. This contract is considered part of the building program.
 - c. If you are not employing a professional, please explain. _____

 - d. What similar projects has the professional successfully completed? Attach list. Are these in your budget range? _____
 - e. Have you checked with the owners concerning the architect's services? _____
Will your architect/engineer provide plans and specifications for competitive bidding? _____
If not, explain on a separate page.
Will architect/engineer provide services during construction? _____
Does the architect carry errors and omissions liability insurance to protect you? _____
5. Where will you build? _____
What is the size of the building lot? _____ front footage? _____
Attach a survey of the site including topography and utilities location. How far below the surface is the (a) ground water? _____ feet (b) rock? _____ feet. Will you have at least two test pits or soil

- borings made before proceeding with the design? ____ for your architect/engineer to evaluate? ____
6. Have you checked and know that your proposed building is allowed by local zoning? ____ What are setbacks, parking required, fire zone, code? _____

7. Will it be necessary to borrow money? ____ If so, how much? \$ _____
At what percent interest? ____ % For how long? _____ (estimate amounts) At what monthly payment? \$ _____ (Attach "Request for Approval to Borrow Money.")

Submit the above information for step one approval.

STEP TWO—SCHEMATIC INFORMATION

1. Supply complete schematic drawings. Describe the project fully with outline specifications. Make sure answers are included to the following:
- What are the exterior building dimensions? _____
 - How many floors or levels? _____
 - What is the total space in square feet? _____
 - What type of construction? (Code requirements) _____
 - Foundation: Attach soil information and tests.
 - Materials: reinforced concrete _____ concrete block _____ other _____
(describe on separate page)
 - Type: basement _____ slab on grade _____ crawl space _____
 - Depth of bottom of footing below new finished grade: feet _____ inches _____
 - Superstructure:
 - Framework: freestanding _____ wall-bearing _____
Materials: structural steel _____ reinforced concrete _____ timber _____
 - Walls: Exterior
Type: load-bearing _____ non-load-bearing _____ curtain (panel) wall _____
Materials: frame _____ reinforced concrete _____ masonry _____ prefab
metal and glass _____ other _____
 - Walls: Interior
Type: load-bearing _____ non-load-bearing _____ portable _____ folding
_____ other _____
 - Floor(s):
Materials: reinforced concrete on steel joists _____ wood on timber joists _____
other _____ (describe on separate page)
 - Windows and doors: (describe) _____
 - Roof(s):
Type: flat _____ sloped _____
Materials: reinforced concrete _____ wood _____ other _____
Roofing: built-up _____ shingles _____ other _____
 - Heating, ventilation, and air conditioning
Heat: steam _____ hot water _____ forced, hot air _____ other _____

Fuel: oil _____ gas _____ coal _____ solar _____ electric _____

Air conditioning: central _____ wall/window units _____ none _____

(h) Plumbing:

Water lines: copper/brass _____ steel _____ plastic _____

Drain (soil) lines: copper/brass _____ cast iron _____ plastic _____ other _____

(i) Electrical service:

Amperes: 1,000 _____ 800 _____ 500 _____ 300 _____ 200 _____

other _____

Phase: single _____ three _____

(j) Fire sprinklers: yes _____ no _____

2. Provide update of financial planning, fund raising information, and loan source.
3. Describe plans for contracting the construction.

SUBMIT THIS FORM FOR (STEP TWO) SCHEMATIC APPROVAL.

STEP THREE —FINAL APPROVAL

1. Submit financial construction documents (plans and specifications), along with an updated cost estimate.
2. What are the anticipated dates for beginning of construction and for completion?

Beginning date	Completion Date
----------------	-----------------

3. Who will build the building? _____ Attach information on builder.

Method of contracting: competitive bid _____ negotiation _____ construction management _____ other _____ (Describe) _____

Will any work be done by volunteers? _____ What percent? _____ %

What is the proposed cost? _____ Will contractor be bonded? _____

Will the contractor's price include state sales tax for the purchase of building materials? _____ (If so, these taxes should be eliminated and the contract price reduced since your church is a tax-exempt institution.)

4. Attach complete data on final financial arrangements, updated financial form, and request to borrow.
5. Have you checked and know that your proposed building plans will meet local, state, and federal building, plumbing, fire, safety, health, and environmental codes and zoning? _____
Have the building and fire officials approved the plans for a building permit? _____
6. How do you plan to furnish the building? _____

How much will this cost? _____ Is this a firm price? _____

7. Have you considered the move in costs and increased utility and maintenance expenses? _____

SUBMIT THE ABOVE FOR FINAL APPROVAL.

APPROVAL FORM TO BUILD

DATE _____

CHURCH _____

STEP ONE—PRELIMINARY APPROVAL

A. Please record the vote of the church board for recommending this project to the district for preliminary approval.

Date of board vote: _____ Number of ballots cast: _____ Yes _____ No _____

Church Board Secretary Pastor Date

B. Preliminary approval is hereby given to proceed with planning and schematics, and to investigate financial possibilities. _____ Date _____

Signature, Secretary of the Church Board

The District Board of Church Properties may want to visit the site of any new construction prior to considering this application.

STEP TWO—SCHEMATIC APPROVAL

A. Please record the vote of the church board for recommending this project to the church membership (plans and cost).

Date of board vote: _____ Number of ballots cast: _____ Yes _____ No _____

B. Please record the church membership vote on the above plans:

Date of membership vote: _____ Number of ballots cast: _____ Yes _____ No _____

C. When is the earliest date that you could set to have the District Board of Church Properties meet with you to review preliminary (schematic) sketches of your building plans, cost proposals, and finance plans? _____ 20____

Month Day

D. Schematic approval is given for preparation of construction documents.

Signed: _____ Date _____

Signature, Secretary of the Church Board

STEP THREE—FINAL APPROVAL

A. Approval is hereby given to the _____ Church to build, according to the plans and cost, with the following alterations: _____

Signed: _____ Date _____

Signature, Secretary of the Church Board

B. Final approval for the above is hereby given.

Signed: _____ Date: _____

District Superintendent

REQUEST FOR APPROVAL TO PURCHASE AN EXISTING BUILDING

SOUTHWEST INDIANA DISTRICT

Approval of the church board must precede submittal of any purchase offer by the church to seller.

The local church may submit a purchase offer to the seller, providing it includes the contingencies that (1) the purchase must win the approval (allow 60 days) of the District Board of Church Properties, and that (2) the securing of satisfactory financing is necessary and must be definitely assured. Cash deposits must be subject to immediate return to the church should above contingencies not be met.

The church should complete questions 1 through 24 of this application and return this application form to the District Board of Church Properties, together with a copy of the purchase offer to the seller. The request will be reviewed by the board within 21 days of receipt and returned to the church. The church may then proceed with the vote of the church membership to purchase if the request is approved.

Following the congregational vote, the form should be sent to the district superintendent for his signature of approval. The approval of the district superintendent is required to finalize the purchase. The pastor and trustees may then arrange for the final purchase settlement.

It is required that the local church secure the counsel of an attorney throughout these negotiations with the seller.

1. Date _____

2. The _____ Church requests permission from the District Board of Church Properties to purchase an existing building and lot at:

Address	City	County

3. Is the deed marketable? _____ Are there any easements or other restrictions on the deed? _____
If so, what?

Who will search and guarantee the deed?

4. What comparable recent sales/values have you checked?

5. Is timing critical in this transaction? If so, describe its urgency.

6. The purpose for which the building and lot will be purchased is to provide _____
a. If this building is to be used as a parsonage, what disposal shall be made of the present parsonage, if any?

b. If the present parsonage is being sold, what is the sale price?

What, if any, is the outstanding indebtedness against the present parsonage?

7. What is the zoning? _____ Is a zoning variance necessary to use the building for your desired purpose? _____

8. When was the building last occupied? _____

9. Description of the neighborhood _____

10. What is the lot size? _____

Attach a complete site survey or other drawings, showing: sheet, lot-size, placement of the building, outbuildings, trees, fences, utilities, roads, streets, easements, rights of way, and building setback.

a. State the general condition of lawn, trees, and shrubs (if any).

b. Is there evidence of poor drainage? _____

11. Describe the building (include photographs).

a. Size _____ Type of construction _____

Foundation _____

b. Age of building _____

c. Exterior: Type of siding _____ Type of roofing _____

Age of roofing _____ Are there storm windows? _____

Screens? _____ Description of general maintenance and appearance _____

12. Are the following utilities and improvements installed?

City water _____ well water _____ electricity _____ gas _____ city sewer _____

septic tank _____ telephone _____ driveway _____ streets paved? _____

a. Are public sidewalks in? _____

b. Number of stories _____ Basement _____

c. What outbuildings are on the lot? _____

13. If the building is not a dwelling, attach a plan of its interior layout and facilities, along with photographs of the exterior. Type of heating equipment _____

Fuel _____ Condition of heating equipment _____

Is there air conditioning? _____ No. of units & tons _____

Describe type and condition of interior walls.

Ceilings _____

Flooring _____

Does the wiring seem to be in good condition?

Is the building wired for voltage of 110V? _____ other _____ V

What is the ampere rating of the main electric service?

Type and condition of plumbing _____

Type and condition of water heater _____

Is there wall-to-wall carpet? _____

14. If the building is a dwelling, provide the following information:

Size of living room _____ size of dining room _____ size of kitchen _____

size of foyer, if any _____ size of bedrooms (1) _____ (2) _____ (3) _____

(4) _____ (5) _____

How many baths? _____ Is there enough kitchen cabinet space? _____

List other rooms _____

Does purchase include the following appliances? Range and oven _____ Refrigerator _____

Dishwasher _____ garbage disposal _____ clothes washer _____ clothes dryer _____

What is the ampere rating of the main electric service? _____

Is the house wired for voltage of 110V? _____ other _____ V

Type and condition of plumbing _____

Type and condition of heating equipment _____ Fuel _____

Is there air conditioning? _____ Type _____

Type and condition of water heater _____

Is there wall-to-wall carpet? _____

Does purchase include window shades, curtains, draperies? _____

15. What is the condition of basement (height, finish or ceilings, walls and floors)?

16. What kind of immediate repairs are necessary? _____

17. What will be the recurring maintenance needs? _____

18. Is there a market demand for other, such buildings in this area? _____

19. What is the asking price? \$ _____ What is the purchase offer price? \$ _____

What is the appraised value? \$ _____

20. Who is the realtor? _____

What is the realtor's fee? _____

21. How much must be borrowed? \$ _____ (If any, submit "Request for Approval to Borrow Money")

a. From whom will you borrow? _____

b. Will there be a mortgage? _____ What is the interest rate? _____

Monthly payments \$ _____ Term of loan: _____

Are there any special details about the loan? _____

Does the church have a firm loan commitment? _____ Until when? _____

c. How will the monthly payments affect your local church budget and/or the pastor's salary? _____

22. At the closing, or settlement meeting, you may be required to pay the following closing costs: transfer tax, title guarantee and search fee, survey fee, credit rating investigation fee, property tax adjustment, deed preparation fee, deed and mortgage recording fees, other attorney's fees, etc. Have you checked to determine what your closing cost will be? _____ Amount? \$ _____

23. Including this loan, what will be the church's total indebtedness? \$ _____

24. What was the total income of your church for each of the past five years? 19__ \$ _____;

19__ \$ _____; 20__ \$ _____; 20__ \$ _____; 20__ \$ _____

25. Why is this proposed purchase a reasonable and practical project?

APPROVAL FORM TO PURCHASE AN EXISTING BUILDING

CHURCH _____

A. Please record the vote of the church board on the question of recommending this purchase to the church membership.

Date: _____ Number of ballots _____ Yes _____ No _____

Signed: _____ Date _____
Signature, Secretary of the Church Board

B. Please return this request form to the Board of Church Properties following the vote by the church board.

C. Approval of this purchase is hereby granted pending a favorable vote by the church membership and approval of the district superintendent.

Signed: _____ Date _____
Secretary, District Board of Church Properties

D. Please return this form to the district superintendent after recording the vote of the church membership.

Date: _____ Number of ballots _____ Yes _____ No _____

Signed: _____ Date _____
Signature, Secretary of the Church Board

E. Final approval to purchase, according to above information, is hereby given.

Signed: _____ Date: _____
District Superintendent

REQUEST FOR APPROVAL TO PURCHASE LAND

SOUTHWEST INDIANA DISTRICT

1. Date _____
2. In compliance with current *Manual* provisions, the _____
Church requests permission from the District Board of Church Properties to purchase land at:

Address	City	County
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The total acreage is _____

3. The land is to be used for _____

4. The approval of your church board must precede submittal of any purchase offer. An offer to purchase the property must be prepared by the church's attorney and must include the statement that the church requires that a period of 80 days shall be granted for a feasibility study by the church; that the study must win the approval of the District Board of Church Properties and the district superintendent; that financing satisfactory to the church can be secured; that the offer be null and void, and that any deposit will immediately be refunded if the study should reveal any conditions rendering the land unsuitable for the church's purpose. The feasibility study shall answer the questions contained in this application. It is required that the local church secure the counsel of a competent attorney and other professionals as required throughout these negotiations.
5. The feasibility study shall be accompanied with an area map showing zoning, natural and constructed barriers, location of churches, shopping centers, public schools, high and low density housing, slums, public nuisances, high crime areas, public transportation lines and projected new lines, commercial areas other than shopping centers, present and proposed industries, public parks and political boundaries, easements, etc.
6. A survey of the site shall accompany this feasibility study, showing boundaries, adjoining roads, easements, buildings, plantings, setback areas, utility lines, etc.
7. A survey of the topography, including notes on steep grades, roads, rocky areas, trees, existing structures, etc., is required. Include photographs of site looking into site and from site looking out in all directions.
8. A plot plan should accompany this feasibility study, showing the maximum future development of this property by the church. This plan should show the general areas for phase one development and future expansion for parking, education, sanctuary, recreation/fellowship, and landscape plus any other anticipated building.
9. It is usually desirable that the land be generally square in shape. What is the frontage? (Around 200 feet is suggested.) _____
10. Has the church made a long-range study of its future ministry, and are the population trends of the community sufficient to warrant the purchase of this new land? (Attach study.) _____
 - a. Is the population of the community moving in the direction of the proposed facility? _____
 - b. Is the population stable? Is there heavy movement of residents in and out of area? _____
 - c. Is the area one in which the church can expand its ministry and appeal to a wide range of the population? _____

Attach a copy of this study.

11. Is the land located in an area socially acceptable to the church and the community? Explain:

12. Is the land free from public nuisances such as dumps, factory odors, transportation noise, unsightly developments, etc.? _____
13. Does the land have high visibility? _____ Describe: _____

14. Is the land approachable from at least two directions? _____ Describe: _____

15. Has a title search been made? _____
- a. List encumbrances, if any.

- b. What, if any, easements are there?

- Will they hinder the intended usage? _____ If so, how?

- c. What, if any, are the referral clauses?

- d. What, if any, are building restrictions in the deed?

- e. What, if any, are other restrictions of recorded covenants?

- f. What, if any, are the restrictive rights, and how would they hinder usage?

16. What is the present zoning? _____
Are you certain that this is the latest zoning? _____ Is a zoning change pending? _____ Is a zoning change necessary for the church to use the land as intended? _____

17. Is the usable land the same as the total purchase area? _____
Is the property boundary to the edge of the road easement or to the middle of the road? _____

18. What are the property building setback measurements?

19. Is the soil adequate to support the proposed buildings? (Secure professional advice, in writing.)

- What are the bedrock elevations? _____
20. Is there evidence of standing water or poor drainage?
_____ It is desirable that there be some slope to the land, preferably up from the road. Describe the drainage pattern and the ground water table:

21. Will there be adequate drainage of the land after all proposed buildings and hard surfaces are constructed? _____

22. Will present storm sewers be adequate? _____ If not, how much will it cost to install sewers or other structures for adequate drainage?

23. Is public sewer available? _____ If so, may you tap into it? _____
What will it cost to connect and run the necessary lines? _____
If there is no public sewer, a septic system must be installed. Has the soil passed a percolation test?

Attach a copy of the results. What kind of system and how much will it cost to put in the sewage disposal? _____
How much land will be required for the system? Show this to scale on the site plan.

24. Is public water available? _____ If so, may you connect? _____
What will it cost to connect and run the necessary lines? _____

25. Is public gas available? _____ If so, may you tap into it? _____
What will it cost to connect and run the necessary lines? _____

26. Is public electricity available? _____ If so, may you connect? _____
What type of service is available: overhead _____ underground _____?
Power characteristics: _____

27. Is public telephone service available? _____

28. What, if any, federal, state, county, or city requirements are necessary to connect a driveway to the public highway, road, or street? _____ Will additional land be dedicated for right-of-way? _____ Will the street be widened? _____ When? _____ Cost _____

29. Are culverts necessary? _____ If so, of what type and how much will they cost to install?

30. Will it be necessary to install a deceleration pull-off lane and curbing? _____ If so, what length will they be and how much will it cost to install such? _____

31. What is the off-street parking requirement? State ratio and size (a 3:1 ratio is realistic for growth): _____

What, if any, are the measurement requirements for parking? _____
Show on an attached plot plan where the parking would be placed. Are a hard surface and curbs required for parking? _____ What kind of surface is acceptable? _____
Are landscape and irrigation required? _____
Estimated cost for parking \$ _____

32. Are there any city, county, or state moratoriums that would delay construction? _____ If so, explain: _____

Are building permits available now and at the expected time of construction? _____ If not, explain: _____

Cost of permit \$ _____

33. Will your intended use win an environmental impact permit (if required)? _____ What site development and construction plans will be required to comply with all environmental regulations?

34. What is the asking price? \$ _____ What is the offered price? _____

How does this price compare to similar land in the area? _____

35. Has a professional appraisal of the land been made? _____ (If so, attach copy) Who made the appraisal?

36. Who is the realtor?

37. At the closing or settlement meeting, you may be required to pay the following closing costs; transfer tax, title search fee, survey fee, credit rating investigation fee, property tax adjustment, percolation test fee, deed preparation fee, deed and mortgage recording fees, attorney's fees, and other costs.

It is necessary that you check to determine these fees and include the approximate total closing cost.

Attach copy.

38. In your opinion, is the proposed purchase plan advisable and practical? _____

39. Explain method of finance. (Submit "Request for Approval to Borrow Money" if money is to be borrowed for this transaction.)

40. When is building or development of the site anticipated? How will the financing or building be coordinated with the site cost? _____

APPROVAL FORM TO PURCHASE LAND

DATE _____ CHURCH _____

STEP ONE—PRELIMINARY APPROVAL REQUEST

Prior to fully completing this form and obligating the church contractually, submit all the general information concerning the proposed purchase that is available. Utilize the form and answer as many questions as possible. Submit this preliminary approval request to the District Board of Church Properties after a straw vote of the church board.

A. Straw vote: Number of ballots: _____ Yes _____ No _____ Date _____

B. Show financing method and possible cost.

C. Action of District Board of Church Properties:
Preliminary approval to negotiate a contract and complete a feasibility study is:
granted _____ denied _____

Signed: _____ Date _____
Secretary, District Board of Church Properties

D. Special instructions are attached.

STEP TWO—APPROVAL REQUEST

Complete feasibility study (answer all questions that apply) and submit for approval.

A. Please record here the official vote on the project by your church board.
Date: _____ Number of ballots _____ Yes _____ No _____

Signed: _____ Date _____
Signature, Secretary of the Church Board

B. Please return this application to the District Board of Church Properties.

C. The above plans are approved by the District Board of Church Properties.

Signed: _____ Date _____
Secretary, District Board of Church Properties

D. Please record here, the vote on this project by your church membership.
Date of meeting: _____ Number of ballots _____ Yes _____ No _____

Signed: _____ Date _____
Signature, Secretary of the Church Board

E. Please return this application to the district superintendent for final approval.

F. Final approval to purchase, according to the above information, is hereby granted.
Copies to the church and district file.

Special instructions: _____

Signed: _____ Date: _____
District Superintendent

REQUEST FOR APPROVAL TO BORROW MONEY

SOUTHWEST INDIANA DISTRICT

DATE _____

This request is made to borrow money.

1. Church requesting approval: _____

2. Purpose for which loan is being made: _____

3. Amount of loan: \$ _____

4. Details of the loan:

a. From whom will the loan be made? _____

b. What is the rate of interest? _____ For what length of time is the loan to
be made? _____ How is the loan to be repaid?

Is a prepayment penalty clause in the contract? _____ If so, describe.

c. What kind of loan is to be made (mortgage, demand, unsecured, promissory note, etc.)?

5. Indicate how much money your church can provide as a down payment:\$

6. Is there presently a mortgage on your property? _____ If so, with whom? _____
_____ When was the mortgage taken?
_____ At what interest rate?

At what payments? _____ per _____.

What is the amount of the unpaid balance? _____

Will the new loan require refinancing your present indebtedness? _____

7. What is the present real estate value of your church? _____

8. What has been the total income of your church for the past five years? 19__ \$ _____;
 19__ \$ _____; 20__ \$ _____; 20__ \$ _____; 20__ \$ _____

9. What income do you project for the next three years? 20__ \$ _____; 20__
 \$ _____ 20__ \$ _____

10. a. What is your present balance of funds in all checking and savings accounts? \$ _____
 How much of this balance is in designated funds? \$ _____

b. What is your record for payment of budgets in the past five years?

WEF		P&B		EDUCATION		DISTRICT		HOME MISS.		ASMBLY M&W	
Budget	Paid	Budget	Paid	Budget	Paid	Budget	Paid	Budget	Paid	Budget	Paid
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____

c. What is the total of your denominational budgets for this year? \$ _____ How much is
 presently paid on these budgets? \$ _____ (date _____) Are you current with all
 ten-month scheduled payments? _____ Are any in arrears? _____

11. Including this loan, what will be the total indebtedness of your church? \$ _____

12. a. How will the payments of interest and principal affect your present church budget? _____

 What percent of your current total income will the new payments equal? _____ %
 Can the payments be absorbed by your present income and with your present commitments?

b. Will it be necessary to raise additional funds to repay this loan? _____ If so, explain. What
 plans have been made for this?

13. In your opinion, is this loan practical? _____
 Why do you feel that it is or is not? _____

APPROVAL FORM TO BORROW MONEY

DATE _____

CHURCH _____

Update this form with each stage of approval on any project where funds are to be borrowed. Fill out a new copy if significant changes are made and attach previous copy. Indicate date on each. Final approval will coincide with the project approval in most cases.

A. Please record the vote of the church board to recommend this borrowing to the church membership and return this request to the District Board of Church Properties.

1. Date of church board vote: _____
Signature, Church Board Secretary

2. Number of ballots cast: _____ Yes _____ No _____

B. The District Board of Church Properties has granted permission to make this loan, according to the above conditions, and pending the approval of the church membership and district superintendent.

Signature, Secretary, District Board of Church Properties Date

C. This form is now returned to the pastor for action by the church membership.

1. Date of church membership meeting: _____
2. Number of ballots cast: _____ Yes _____ No _____

Signature, Church Board Secretary Signature, Pastor Date

D. List here any other pertinent details, guarantees, or conditions to the loan:

Pastor Date

E. Please submit this form to the district superintendent for final approval. According to the above conditions, I hereby approve the above loan.

Signed: _____ Date: _____
District Superintendent

REQUEST FOR APPROVAL TO SELL CHURCH PROPERTY

SOUTHWEST INDIANA DISTRICT

DATE _____

1. The _____ Church requests permission from the District Board of Church Properties to sell church property as described. State type of building, use of building, size, material, land, size, and description. _____

2. List your reasons for selling. _____

3. What provision(s) for replacement of these facilities has been made?

4. The building and/or land have been officially appraised (two appraisals are needed) by _____, as having a market value of \$ _____; and by _____, as having a market value of \$ _____. (Please attach copies of appraisals by professional appraisers.)
5. Your selling price is \$ _____. Do you have a bona fide purchase offer? _____
If so, attach a copy to this form.
6. What is the outstanding indebtedness against this property, if any? \$ _____. Will the property be sold through a real estate agency? _____
What commissions will the church pay? _____
What will be the total of other selling costs? \$ _____ What will the net proceeds to the church be? \$ _____
7. The counsel of a competent attorney is required. Who is your attorney?
Name: _____
Address: _____
Phone: _____

APPROVAL FORM TO SELL CHURCH PROPERTY

DATE _____ CHURCH _____

A. Please have your church board vote on the question of presenting the sale to your church membership. Date of church board vote: _____ Number of ballots _____
Yes _____ No _____

Signed: _____
Church Board Secretary Pastor

B. Please send this form to the District Board of Church Properties.

C. The District Board of Church Properties hereby approves the sale of the said real estate subject to the conditions above.

Signed: _____ Date: _____
Secretary, Board of Church Properties

D. You may now proceed with the church membership vote. Please record the voting of the membership. Date of meeting: _____ Number of ballots _____ Yes _____ No _____

Signed: _____
Church Board Secretary Pastor

E. Return form to the district superintendent.

F. Final approval for the sale is granted.

Signed: _____ Date: _____
District Superintendent