

North Michigan District of The Wesleyan Church Local Church Construction and Property Policy

INDEX

Included in the pages of this manual are many forms, ideas, and suggestions to guide pastor and people through the intricacies of a church building project.

While many of these forms and suggestions will fit different church building projects, the following index will guide you in making good use of this manual.

I.	Index	page 1
II.	Introduction	pages 2-4
III.	Summary of Funds.....	page 5
IV.	Project Cost	page 6
V.	Planning Questionnaire.....	pages 7-8
VI.	The Building, Remodeling, Purchasing, Selling, and Borrowing Request Forms	
	#1 Request for Approval to Build.....	pages 9-13
	#2 Request for Approval to Remodel An Existing Building	pages 14-16
	#3 Request for Approval to Purchase Land.....	pages 17-21
	#4 Request for Approval to Borrow Money.....	pages 22-24
	#5 Request for Approval to Sell Church Property.....	pages 25-26
	#6 Request for Approval to Purchase An Existing Building.....	pages 27-31

The following communication steps must be fulfilled:

1. Read carefully the suggested items in this introduction.
2. Fill out the Summary of Funds/Project Cost Forms/Planning questionnaire and send copies to the district office.
3. Fill out the approval forms (that apply to your specific plans) and return them to the district office.

NOTE: Approval cannot be granted until all forms have been sent to the district office.

Thank you! We are praying for you and the exciting ministry you are planning.

THE NORTH MICHIGAN DISTRICT FINANCE COMMITTEE HAS ADOPTED THE FOLLOWING POLICY ON LOCAL CHURCH LOANS AND MORTGAGES:

The following guidelines are to be used to evaluate the request of a North Michigan District local church for District Board of Administration (D.B.A.) approval of plans for building or remodeling projects costing more than ten percent of the church's total assets (*Discipline 1345:2*).

- There must be a demonstrated need for the project.
- The church leadership shall be vital and united.
- The church's district and general budget assessments shall be paid in full for the last three (3) years.
- The present pastor must have served a minimum of two years at this church.
- No church shall incur a total debt load greater than 2.5 times their annual income.
- All property must be deeded according to the district standing rules: The North Michigan District of The Wesleyan Church, Inc.
Must have District Building Committee & D.B.A. approval of preliminary plan before hiring an architect, beginning any site, development or structure building.

The guidelines and the following request forms in this district church building policy have been approved by the D.B.A.

NOTE: Any exceptions to the above guidelines must be approved by the D.B.A.

As your church is making plans to expand your local ministry and make adjustments in the physical resources, please fill out the appropriate forms and send them to the district office.

- If you are planning to build a new building, you will need to complete the following forms:
 - _____ Summary of Funds Available for Building
 - _____ Estimating Construction Project Cost
 - _____ Form #1--Request for Approval to Build
- If you are planning to remodel an existing building and if the remodeling cost will exceed ten percent of the church's land and buildings, you will need to complete the following forms:
 - _____ Summary of Funds Available for Building
 - _____ Estimating Construction Project Cost
 - _____ Form #2 --Request to Remodel an Existing Building
- If you are planning to purchase land, you will need to complete the following form:
 - _____ Form #3 --Request for Approval to Purchase Land
- If you are planning to borrow money, you will need to complete the following form:
 - _____ Form #4 --Request For Approval to Borrow Money
- If you are planning to sell the church property, you will need to complete the following form:
 - _____ Form #5 --Request for Approval to Sell Church Property
- If you are planning to purchase an existing building, you will need to complete the following form:
 - _____ Form #6 --Request for Approval to Purchase an Existing Building

It is our desire to help you and your church family as you make plans for future ministry expansion.

Thank you for giving us this information. If we can be of further assistance to you, please contact the district office at (231) 924.3284 or Tomkschm@aol.com.

BUILDING A WORSHIP/MINISTRY CENTER

Misunderstandings resulting from a lack of communication many times make building expansions very difficult in the local church.

- I. Understand the difference between:
 - The New Testament Church
 - Worship and ministry centers
 - Property, building, evangelism, discipleship
- II. Understand the importance of God, staff, and the church family.
 - People attract people; buildings do not reach people.
 - People minister to people; buildings do not conduct ministry.
 - People are eternal; buildings do not last long.
 - Jesus died for people; Jesus did not die for buildings.
- III. Understand the true importance of buildings in your overall ministry program.
 - Buildings are constructed for people; they are less important than your people.
 - Buildings are constructed for people to use; let your people use them.
 - Buildings need to be maintained; teach your people to repair and keep them in excellent condition.
- IV. Communication is important!
 - Why do we need to build?
 - What type of building are we constructing?
 - How will this building be used?
 - How will this building be financed?
 - When will we begin construction?
 - When do we expect to complete this building?
 - Who will serve on the building committee?
 - How much support do we have to construct this building?
 - Be honest and correct. Share as much information as possible with your church family.
- V. Establish a clear, step-by-step procedure to follow.
- VI. Provide as many resources to help you get started as possible.
 - Study charts.
 - Study graphs of past growth patterns.
 - Study graphs of future growth predictions.
 - Do an in-depth study of your present church, future ministries that are being planned, additional staff that may be added, and your future growth potential.

CHURCH BUILDING GUIDELINES

1. It is very important to develop a timeline that will guide you from beginning to end in your construction project. Begin developing your timeline at least two years before your plan to start construction.
2. You will need to schedule two meetings with the district building committee.
 - The first meeting must be on the site of the planned construction.
 - The second meeting could be during one of the regularly scheduled district boards and committee meetings held in November and/or March.
3. It is very important that you have your construction plans approved by the district building committee and the D.B.A. Your building fund money will not be free from budget assessments unless your building project is approved by the D.B.A.
4. No church shall have or enter into any architect contract, building contractor, contract, land contract or mortgage contract without supplying a copy of said contract for file in the district office and with appropriate District Building Committee and D.B.A. approval.

5. Any structural changes in either parsonage or church property (that exceeds ten percent of the value of the buildings) must be referred to the district building committee and the D.B.A. for approval.
6. Any request from a local church to the district building committee shall be in writing and shall be signed by the pastor and the church secretary.
7. A workable builder's contract, including a detailed scaled drawing, shall be arranged and submitted by each local church that engages in new construction to the district building committee for approval.
8. At the time when the D.B.A. approves the building plans of any church, the district building committee shall arrange periodic visits to aid and direct the church in following the approved plans.
9. A suitable insurance policy shall be arranged with each church before construction begins. Workmen's compensation must also be provided for those directly involved in the construction process.

SEVEN STEPS TO INSURE A SUCCESSFUL PROJECT

The district building committee has prepared the following summary for any church that is planning to remodel, new addition, or build a new building. We thank these men for the excellent counsel they are giving to the churches in our district. The D.B.A. has also approved this policy recommended by the district building committee.

1. Appoint or elect a building committee with a chair. This is to establish responsibility.
2. Check local building codes and regulations
 - A. Zoning
 - B. Type of construction
 - C. Is D.N.R. involved
 - D. Do drawings need to be certified?
3. Prepared preliminary plans for approval by local church
 - A. Plot or site plan
 - B. Floor plan
 - C. Parking
4. Request a meeting with the district building committee
 - A. Preliminary approval
 - B. Eliminate potential problems
 - C. Estimated cost of project
5. Prepare construction drawings as required by local building authorities. Check to see what is required: site plan, floor plan, cross sections, mechanical plan, electrical plan, foundation plan, specifications
6. Meet again with the district building committee for their final approval of construction plans
 - A. How construction will be handled – contractor or volunteers (qualifications)
 - B. Estimated costs
7. Present plans and financial statement of church to D.B.A.
 - A. Estimate cost of project
 - B. Income of church – yearly budget
 - C. Church assets and indebtedness
 - D. Method of financing project

NOTE: One complete set of prints and specifications must be filed in the district office. There must be scheduled inspections of building sites by the district building committee.

SUMMARY OF FUNDS AVAILABLE FOR BUILDING

1.	Cash in building fund	\$ _____
	Add estimated interest on deposit	\$ _____
2.	Pledges to be prior to start of construction	
	Enter 80% (for usual shrinkage)	\$ _____
	Pledges to be paid during construction (may be an estimate)	\$ _____
3.	Permanent loan, bonds, or other source available	
	Based on written commitment	\$ _____
4.	Sale of property (if any)	
	Based on actual sale, sale contract, or professional appraisal	\$ _____
5.	Payments already made on land, improvements, architects, real estate appraisal, and attorney fees.	\$ _____
6.	Memorial gifts (realistic goal)	\$ _____
7.	Funds from trusts and/or wills	\$ _____
8.	Other sources	\$ _____
	Total anticipated funds	\$ _____
	Less any current debt (principal and interest)	\$ _____
	TOTAL BUILDING PROJECT BUDGET	\$ _____

ESTIMATING CONSTRUCTION PROJECT COST

1. Construction contract (or professional estimate of cost) including bonds and insurance \$ _____

2. Architect fee \$ _____
Acoustical construction \$ _____
Attorney fee \$ _____
Survey engineer \$ _____
Soil analysis \$ _____
Permit fees \$ _____

3. Site work: Grading \$ _____ Drainage \$ _____

Utilities: Sewer \$ _____ Service to building \$ _____
Phone \$ _____ Water \$ _____
Gas \$ _____

4. Landscape planting/site preparation \$ _____

5. Parking and drives \$ _____

6. Contingency (10% of above or more) \$ _____

7. Furniture, carpet, and drapes \$ _____

8. Stained glass and art \$ _____

9. Sound system, TV system, production and recording, including sound engineer \$ _____

10. Special lighting \$ _____

11. Interest during construction \$ _____

12. Allow 4% above for miscellaneous \$ _____

13. Construction insurance/workmen's compensation \$ _____

- Project Total \$ _____

Add land cost if applicable, including real estate fees, appraisal fees, and other related expenses. \$ _____

What is the estimated cost of additional maintenance, utilities, etc. of this new building per year?
\$ _____

Planning Questionnaire

To aid in analysis and preparation of a meaningful program, the following forms should be completed. These will be a part of the program and used to arrive at a conclusion for design.

A. Worship

1. Number of members-current _____
2. Trend-Average total attendance
Last year _____
This year _____
3. Is present sanctuary adequate? _____

B. Fellowship

1. List the activities that utilize the fellowship hall. (Include such functions as fund-raising dinners, family activities, school and recreation programs).
2. Is the present fellowship hall adequate? _____ If not, what modifications are desired? _____
3. How many people should the fellowship hall seat?
For banquets _____
For assembly _____
4. Does the present fellowship hall provide for sport activities and indoor athletics (basketball, volleyball, etc.)? _____ Facility needs to be made? _____ If not, what changes need to be made? _____
List required related functions: dressing rooms, showers, lockers, equipment, etc.
5. Is a separate youth fellowship hall desirable? _____
6. What storage facilities should be provided? Is present capacity adequate? _____
7. Is audiovisual equipment needed? _____

C. Education & Administration

1. List the total number of education classrooms available _____
2. Present business office
Number of people requiring a workstation for the church _____
Describe desired changes to the business office.

3. Staff support/administration support for pastor & staff
Describe the present accommodations Number of rooms _____
What changes are desired?

4. Other office and administrative space not covered above:
Describe requirements and changes necessary to accommodate these requirements.

5. Describe special storage needs.

D. Maintenance

Describe major maintenance and repair items that need to be considered with any remodeling or addition to the building.

Footage Allowance

Programming should include this information for your architect:

Minimum, Smaller Churches (100-250).

A very compact multi-use building where most spaces are used for several needs can be designed in the range of 30 to 40 square feet per person. This minimum space allowance will provide the necessary spaces, but some needs will be omitted. Less area will require greater use of each space, such as using the worship space for education and other assembly needs. When it is necessary to start small, provide the essentials, then master plan for the other needs and for growth.

Minimum, Larger Churches (250-500).

The answer to minimum budget-space restrictions is the same as in smaller churches—designed multi-use, flexible buildings, by utilizing spaces for several purposes and using minimum sizes per person; a range of 40-50 square feet per person can be used for a complete church plant. Such functions as gymnasiums would not be feasible within this footage. Again, master plan for added needs.

Average Size Calculation.

It may be difficult to apply the individual footages for a preliminary area calculation. To arrive at an adequate average size, the following simplified formula may be used:

1. Sanctuary, ministering center, foyer, ushers' room, toilets, choir room, mechanical, and storage (including walls) 16 sf per person.
2. Education, nursery, corridors, storage, mechanical, janitor, administration, and related space (including walls) 50-60 sf each.
3. Multipurpose, fellowship, recreation, kitchen 3,000 sf
full court 7,000 sf

FORM # 1

REQUEST FOR APPROVAL TO BUILD

This form is to be completed by the church that 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 D.B.A.

APPROVAL INFORMATION

1. The name of the church requesting permission to build _____
City _____ State _____

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. Site work _____
 - j. Paving/Parking _____
 - k. Recreational (outdoors) _____
 - l. Other _____

3. How will this new construction be used? Attach a copy of the planning questionnaire with all applicable questions answered.

4.
 - a. Have you interviewed and selected a registered architect/engineer or other professional? _____
 - b. Attach resume 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 service? _____ Will your architect/engineer provide plans and specifications for competitive bidding? _____ If not, explain on a separate page. Will services during construction be furnished? _____ Does your architect carry errors and omissions liability insurance to protect you? \$ _____

(Approval to build, page 2)

5. Where will you build? _____
What will you build? _____
What is the size of the building ? _____
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? Yes _____ No _____
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? _____ years (estimate amounts)
At what monthly payments? _____
Attach financial study, using forms in financial section and "Request for Approval to Borrow Money." Submit the above information for step one approval.

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 _____

(Approval to build, page 3)

- (c) Walls: Interior:
Type: load-bearing _____ non-load-bearing _____
portable _____ folding _____ other _____
Materials: wood studs _____ steel studs _____
plastered _____ dry wall _____ paneled _____
other _____
- (d) Floor(s):
Material: reinforced concrete on steel joists _____
wood on timber joists _____ other _____ (describe on
separate page)
- (e) Windows and doors - describe _____
- (f) Roof(s):
Type: flat _____ sloped _____
Materials: reinforced concrete _____ wood _____
other _____
Roofing: built-up _____ shingles _____
other _____
- (g) Heating, ventilation, and air conditioning:
heat: steam _____ hot water _____
forced, hot air _____ other _____
Fuel: oil _____ gas _____ coal _____
solar _____ other _____
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 _____

(Approval to build, page 4)

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?

3. Who will build the building? _____
Attach information on builder.
method of contraction: competitive bid _____ negotiation _____
construction management _____ other _____ (See Construction and Contracting Section.)
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, they should be eliminated and the contract price reduced if the law makes your church a tax-exempt institution).
4. Attach complete data on final financial arrangements, updated financial form, and request to borrow. (See Finances Section.)
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? Yes _____ No _____

Have the building and fire officials approved the plans for a building permit?
Yes _____ No _____
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 costs?
8. Has the district building committee approved the building blue prints? Yes _____ No _____

(Approval to build, page 5)

APPROVAL FORM

A. Please record the vote of the church board for recommending this project to the district for approval.
Date of board vote: _____ Number of ballots cast: Yes___ No___

Date of membership vote:_____ Number of ballots cast: Yes___ No___

Church Secretary Pastor Date

B. The District Building Committee has granted approval to proceed with plan and schematics of building project. Must be signed by at least three District Building Committee members.

District Building Committee Member Date

District Building Committee Member Date

District Building Committee Member Date

C. The D.B.A. has granted approval to proceed with planning and schematics and to investigate financial possibilities.

District Superintendent Date

Secretary, District Board of Administration Date

FORM # 2

**REQUEST FOR APPROVAL
TO REMODEL AN EXISTING BUILDING**

These forms have been prepared for use by authorities having jurisdiction over church projects. The church should utilize the forms to assure that a full description of the proposed project is presented. These forms may be reproduced, modified, and used in any way that will facilitate better building approval coordination.

The requirements of the governing manual or discipline for the denomination must be reviewed and adhered to, *The Discipline* 1345:2. These forms need to be used with the suggested list of data in the Finances Section. When applying for a loan, the completed and approved forms should be submitted with the loan application.

When remodeling exceeds ten percent of the value of the existing building, this form must be completed and returned to the district office.

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 this 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 percent _____ % and actual \$ _____
e. Will your architect/engineer provide plans and specifications for competitive
bidding? _____ Will he serve you during construction? _____
(Where applicable include this information.)
f. Will this remodeling exceed 10% of the appraised value of the existing
building? Yes ___ No ___

(Approval to remodel, page 2)

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 and new)

Type: load-bearing _____ portable _____ folding _____ other _____
Materials: wood studs _____ steel studs _____ plastered _____
dry wall _____ paneled _____ 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 contractor be selected? competitive bid _____ recommendation _____
Will any work be done by volunteers? _____ What percent? _____
 7. What is the proposed cost? _____ Will this be a firm price? _____
 8. Will it be necessary to borrow money? _____ (If yes, fill out "Request for approval to Borrow Money" form.)
 9. How do you plan to furnish the building? _____

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

(Approval to remodel, page 3)

10. Has the district building committee approved the remodeling blueprints? Yes____
No____

APPROVAL FORM

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___

Date of membership vote:_____Number of ballots cast:_____ Yes___ No___

Signed: _____
Church secretary Pastor Date

B. When is the earliest date you could set to have the district building committee meet with you to review preliminary (schematic) sketches of your building plans, costs proposals, and finance plans?

_____, _____
Month Day Year

The District Building Committee will want to visit the premises for any new major remodeling prior to considering this application.

C. Please return this application to the district superintendent for approval of the district building committee and the D.B.A.

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

District Superintendent Date

Secretary, District Board of Administration Date

District Building Committee Member Date

District Building Committee Member Date

District Building Committee Member Date

FORM # 3

**REQUEST FOR APPROVAL
TO PURCHASE LAND**

1. Date _____

2. The _____ Church requests permission from the district board of administration to purchase land at

(address) (city) (state)

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 administration 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 the 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, locations of churches, shopping centers, public schools, high and low density housing, slums, public nuisances, high crime areas, public transportation lines, commercial areas other than shopping center, 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.

(Approval to purchase land, page 2)

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 church facility? ____
- b. Is the population stable? Is there heavy movement of residents in and out of the 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 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? _____

(Approval to purchase land, page 3)

- 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 we tap into it? _____
What will it cost to connect and run the necessary lines? _____

(Approval to purchase land, page 4)

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 we tap into it? _____
What will it cost to connect and run the necessary lines? _____

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

26. Is public electricity available? _____ If so, may we 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 are the off-street parking requirements? 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 the parking? _____ What kind of surface is acceptable? _____

Are landscape and irrigation required? _____

(Approval to purchase land, page 5)

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 so, 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? _____

APPROVAL FORM

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

1. Date of church board vote: _____ Number of ballots cast: Yes ___ No ___

2. Date of membership vote: _____ Number of ballots cast: Yes ___ No ___

Pastor L.B.A. Secretary Date

B. Please return this request form to the district superintendent following the vote by the church board.

C. Approval of this purchase is hereby granted.

District Superintendent Date

Secretary, District Board of Administration Date

District Building Committee Member Date

District Building Committee Member Date

District Building Committee Member Date

FORM # 4

**REQUEST FOR APPROVAL
TO BORROW MONEY**

This request is made to borrow money.

1. Church requesting loan: _____
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? _____ What length of time is the loan to be made for? _____ How is the loan to be repaid? _____
Is a prepayment penalty clause involved? _____ 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 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?

5 th year	\$ _____	2 nd year	\$ _____
4 th year	\$ _____	Present year	\$ _____
3 rd year	\$ _____		

(Approval to borrow money, page 2)

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 the total of your denominational budgets for this year? \$_____ How much is presently paid on these budgets? \$_____ (Date: _____) 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? _____ Will they exceed 30 percent of your current total income? (No more than 25 percent is recommended.) _____ 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 to borrow money, page 3)

APPROVAL FORM

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 form to the district superintendent.

1. Date of church board vote: _____
Number of ballots cast: _____ Yes _____ No _____

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

3. _____
Pastor L.B.A. Secretary Date

B. The district board of administration has granted permission to make this loan, according to the above conditions.

District Superintendent Date

Secretary, District Board of Administration Date

FORM # 5

**REQUEST FOR APPROVAL
TO SELL CHURCH PROPERTY**

1. The _____ Church requests permission from the district board of administration 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 land have been officially appraised (two appraisals are needed) : _____, as having a market value of \$_____; and by _____, as having 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 commission 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

(Approval to sell, page 2)

APPROVAL FORM

- A. Please have your church board vote on the question of presenting the sale to your church membership.
1. Date of church board vote: _____ Number of ballots cast: _____
Yes_____ No_____
 2. Date of membership vote _____ Number of ballots cast: _____
Yes_____ No_____
 3. _____
Pastor L.B.A. Secretary Date

B. Please send this form to the district superintendent for the approval of the district board of administration.

C. The district board of administration hereby approves the sale of the said real estate subject to the conditions above.

District Superintendent Date

Secretary, District Board of Administration Date

FORM # 6

**REQUEST FOR APPROVAL
TO PURCHASE AN EXISTING BUILDING**

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 Administration, 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, together with a copy of the purchase offer to the seller.

The request will be reviewed by the District Board of Administration and returned to the church.

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

1. Date _____

2. The _____ Church
_____ City _____ State

requests permission from the district board of administration to purchase an existing building and lot at:

_____ City or County _____ State

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? _____

(Approval to purchase existing building, page 2)

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, 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 the building _____

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

Age of roofing _____ Are there storm windows? _____

Screens? _____ Description of general

maintenance and appearance _____

(Approval to purchase existing building, page 3)

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 and 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 110V? _____ other _____
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 it include the following appliances? stove and oven _____ refrigerator _____
dishwasher _____ clothes washer _____ clothes dryer _____
What is the ampere rating of the main electric service? _____
Is the house wired for voltage of 110V? _____ other _____
Type and condition of plumbing _____
Type and condition of heating equipment _____
Is there air conditioning? _____
Type and condition of water heater _____
Is there wall-to-wall carpet? _____
Are there draperies? _____
15. What is the condition of basement (height, finish or ceilings, walls and floors)?

(Approval to purchase existing building, page 4)

- Is there evidence of excessive dampness in the basement? _____

16. What kind of immediate repairs are necessary? _____

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

18. What is the asking price? _____ What is the purchase offer price? _____ What is the appraised value? _____
19. Who is the realtor? _____
What is the realtor's fee? _____
20. How much must be borrowed? _____
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 effect your local church budget and/or the pastor's salary? _____

21. 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 costs will be? _____ Amount? _____
22. Including this loan, what will be the church's total indebtedness? _____

Including this property, what will be the total real estate value of your church property? _____
23. What was the total income of your church for each of the past five years?

(Approval to purchase existing building, page 5)

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

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

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

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

27. Has the district building committee visited this building, and are they satisfied that said building is a good purchase? Yes___ No___

APPROVAL FORM

A. Please record the vote of the church board for recommending this request to purchase to the district for approval.

1. Date of church board vote: _____
Number of ballots cast: Yes _____ No _____

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

3. _____
Pastor L.B.A. Secretary Date

B. Approval is hereby given to proceed with planning and schematics, and to investigate financial possibilities.

District Superintendent Date

Secretary, District Board of Administration Date

District Building Committee Member Date

District Building Committee Member Date

District Building Committee Member Date