

**REQUEST FOR SALE, PURCHASE, RENTAL, LEASE, OR MORTGAGING PROPERTY
PRESBYTERY OF HUNTINGDON**

"A congregation shall not sell, mortgage, or otherwise encumber any of its real property and it shall not acquire real property subject to an encumbrance or condition without the written permission of the presbytery transmitted through the session of the particular church.

A congregation shall not lease its real property used for purposes of worship, or lease for more than five years any of its other real property, without the written permission of the presbytery transmitted through the session of the particular church."
(Book of Order of the Presbyterian Church (USA), G-4.0206a and b.)

When any of these conditions apply, please submit this information to Presbytery through the Administration Umbrella Team, using additional pages when necessary, so that necessary approval may be recommended. You are always welcome, and are encouraged, to meet with the Team when you are developing **initial** short-term lease and rental agreements that do not require Presbytery approval; just **call** the Chairperson to set up a time on the agenda. Thank you.

CHURCH _____

CONTACT PERSON _____ **TITLE** _____

ADDRESS _____ **PHONE** (____) _____

EMAIL _____ **FAX** (____) _____

1. **ACTION REQUESTED** - Approval is being requested for: (check all that apply)

- | | |
|--|--|
| a. <input type="checkbox"/> Selling church-owned property | b. <input type="checkbox"/> Purchasing property for the church |
| c. <input type="checkbox"/> Renting or leasing church-owned property | d. <input type="checkbox"/> Mortgaging church-owned property |
| e. <input type="checkbox"/> Demolition of church-owned property | f. <input type="checkbox"/> Other (please specify) |

2. **DETAILS OF PROPOSED ACTION** - Share your reasons for the proposed action.

Include a purchase or sale price, terms of a rental or lease agreement, or the amount and purpose of any borrowing. Use additional pages as necessary.

3. DESCRIPTION OF THE PROPERTY - For sales or purchases, include a plot plan and legal description with Deed Book references; for purchases, include the intended use of the property and estimated cost of any proposed redevelopment or renovation. Use additional pages as necessary

4. ACTION BY THE PARTICULAR CHURCH - The proposed action has been approved or will be presented for approval by:

a. The Session of the Church on _____

b. The Congregation of the Church on _____

5. FUNDING PLAN: Check all that apply:

- a. No funds needed
- b. From Congregational funds on hand
- c. Congregational Capital Drive
- d. Presbytery Revolving Loan Fund
- e. Other denominational sources
- f. Commercial Loans

If commercial loans, list name and address of institution, amount and terms of loan

6. TIMETABLE FOR ACTION - Share relevant information about “who needs to do what by when” as part of your proposal; include information on when you hope to receive funding of any loan requested from Presbytery and where funds should be sent if approved. Use additional pages as necessary.

7. MISSION INFORMATION - We’re interested in knowing how this proposal will enhance the mission of your congregation and enable you to be more effective messengers of the Good News of Jesus Christ.

8. FINANCIAL INFORMATION - Tell us something about your congregation’s financial stewardship and your support of our Church’s mission:

AREA OF STEWARDSHIP	PREVIOUS YEAR ACTUAL	CURRENT YEAR BUDGET	NEXT YEAR PROJECTED
Congregational Operating Budget	_____	_____	_____
Giving to PCUSA Causes	_____	_____	_____
Other Mission Giving	_____	_____	_____
Capital Expenditures	_____	_____	_____
Loan Payments	_____	_____	_____

CURRENT INDEBTEDNESS - List any current mortgages or indebtedness on your church's properties:

LENDER	DATE OF ORIGIN	ORIGINAL PRINCIPAL	PRINCIPAL OUTSTANDING	MONTHLY PAYMENT	PAYOFF DATE
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

9. LOAN REPAYMENT PLANS (if applicable) - A Recommendation to Presbytery for approval of proposed borrowing must include your plans for repayment of the indebtedness.

Funds on hand: _____
 Funds anticipated to be raised/in hand by start of project _____
 Funds to come from Operating Budget (monthly) _____
 Funds to come from Capital Campaign or Designated Giving _____

LENDER	AMOUNT TO BE BORROWED	ESTIMATED MONTHLY PAYMENT	RATE OF INTEREST	DATE OF MATURITY
_____	_____	_____	_____ %	_____

Please return the completed form to the Administration Umbrella Team, c/o the Presbytery of Huntingdon, 1319 Logan Avenue, Tyrone, PA 16686, no later than one week before a scheduled meeting of the Team.

CRITERIA FOR LOAN APPROVAL

1. The church has complied with the requirements in Chapter 4 of the Book of Order to obtain the approval of the session and the congregation, and to consult with and obtain the approval of the Presbytery.
2. The project will enhance the capacity of the congregation to do the mission of Christ's church. Note that projects which place such a great strain on a congregation's operating budget that it can no longer fulfill its mission as a people of God do NOT enhance the capacity of the congregation to do the mission of Christ's church.
3. The plan exhibits good stewardship of the resources involved.
4. The church is an active participant in the life and work of the Presbytery as it is able, including attendance at Presbytery meetings, supplying members to serve on Presbytery committees, teams, taskforces, etc., contributing financially to the work of the church, submitting its records to be reviewed annually, and carrying out the mission of the Presbytery. No one of these indicators of participation will either secure or prohibit Presbytery's approval of a request, but together they are demonstrative of the congregation's commitment to our connectional church.