

Intermountain District
Church Properties Board

807 South Canyon Street
Nampa, ID 83653-1159
Phone: (208) 467-3714 / Fax: (208) 467-1125

REQUEST OF _____ CHURCH

FOR APPROVAL TO BUILD

PHASE I: CONCEPTUAL

(PB-3.1)

Date Submitted to Church Properties Board

PURPOSE AND FUNCTION

The Intermountain District exists to:

- Glorify God and lift up the name of Jesus Christ
- Serve and support pastoral leadership and local church ministries
- Bring to closure the Great Commission with proper strategies and equipping to complete the mandate

The District Church Properties Board (CPB) is composed of the District Superintendent plus six (6) members, all of whom have experience in one or more of the areas involved in building, real estate, zoning, finance, and churches. Current board members are listed in the Intermountain District Journal.

The **CPB** seeks to assist local churches with the following processes:

1. Purchase, exchange, and/or sale of real property
2. Development of plans for erection of church buildings or church-related buildings, including parsonages
3. Major remodeling of churches or church-related buildings
4. Consideration of indebtedness involving any church-related property and/or buildings

INSTRUCTIONS

The following form and related information make up the material for this proposal to build. Thorough completion of this form is not only essential in seeking approval of the **CPB**, but it also serves as a resource to the applying church. Be sure to read these instructions before filling out this application.

1. This form is to be completed by the church which is planning to: (a) build a structure, (b) add to an existing structure, (c) do major remodeling, or (d) construct a site amenity, such as a parking lot or recreational area.
2. The Request for Approval to Build is a three-part application: Phase I-Conceptual (Goldenrod); Phase II-Planning (Ivory); and Phase III-Construction (White). Each phase is to be approved by the **CPB** before submission of the next phase. All three phases of this application process must be completed and final approval given prior to the commencement of construction.
3. Approval of the Church Board must precede submittal of each phase of this application.
4. Compliance with the provisions of the current *Manual* of the Church of the Nazarene is required.
5. Complete this application (Phase I-Conceptual) and submit it to the District Church Properties Board (**CPB**). Be sure to include the following:
 - Synopsis of results of Congregational Survey
 - Preliminary plans and specifications of proposed remodeled area(s) and/or new construction
 - Survey, including topography and location of utilities, of building lot
 - Treasurer's Reports-Current plus year-end for prior three (3) years
 - Copy of proposed contract with architect/engineer/other professional, if applicable
6. Following its review, the **CPB** will send written notification of its decision to the church. The church may then proceed with the vote of the membership on this phase of the project.
7. Steps of this application process **must** be followed to a "T" and a building committee formed with a chairman other than the pastor (**CPB** policy).

CHURCH BUILDING/LONG-RANGE PLANNING COMMITTEE

List the names of your local Committee members. Indicate Chairperson.

It is requested that at least **two persons** (one can be the pastor) from this Committee and/or the Church Board be present for all presentations to the District Church Properties Board. List those who will most likely make presentations.

Excerpts from the *Manual*
DISTRICT CHURCH PROPERTIES BOARD

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, advise, 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.

103.1. In case agreement cannot be reached between the church board and the district superintendent and the District church Properties Board, the issue may be submitted to the general superintendent having jurisdiction, for a decision. Either the church or the district superintendent may appeal such decision to the Board of General Superintendents for a final decision. All such appeals, rebuttals of appeals, or arguments pertaining thereto, whether to the general superintendent in jurisdiction or the Board of General Superintendents, shall be in writing. A copy of the appeal, rebuttals of appeals, or arguments pertaining thereto by either the church board or the district superintendent shall be sent to the other party involved. The minute record of a church board appeal shall include the appeal resolution, arguments sustaining it, and the record of the vote taken.

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, and except upon the written approval of the district superintendent and the District Church Properties Board.

104.1. The real estate of the local church shall not be mortgaged to meet current expenses.

104.2. Trustees and/or a local church may not divert property from the use of the Church of the Nazarene.

234. The District Church Properties Board shall be composed of the district superintendent ex-officio and no fewer than two ministerial and two lay members. Members may be elected by the district assembly to serve for a term of four years or until their successors are elected and qualified. The District Advisory Board may serve as the District Church Properties Board upon favorable vote of the district assembly.

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

235.1. To advance the cause of building local churches and church-related buildings within the bounds of the assembly district, in cooperation with Church Extension Ministries.

235.2. To verify and conserve the titles to local church property.

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

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 budgets 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 payments 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.

235.5. To do whatever else the district assembly may direct regarding the matter of local church property.

902.2. Debt. No institution may incur any debt on the strength of pledges. Pledges are not to be counted as assets.

(Name of Church)

PRELIMINARY

Qualifying Criteria:

- A. What is the mission statement of your church? _____

- B. Describe the vision of the church: _____

- C. State the church's ministry goals (i.e., small groups) and numerical goals (i.e., add 3 small groups each year) for the next three (3) years: _____

- D. List conclusions drawn from the Assessment of Building Needs questionnaire: _____

- E. Attach a synopsis of the Congregational Survey to this application.
- F. Have the guidelines set forth in *Manual* ¶235.4 been met? _____Yes _____No
If no, explain: _____

- G. Will the anticipated payments of the proposed new loan (principal and interest) exceed 25% of your total income? _____Yes _____No
If yes, explain: _____

- H. Will you conduct special fund-raising drives? _____Yes _____No
If yes, explain: _____

PROPOSED CONSTRUCTION

Remodeling Work to be Done: (complete this section, only if applicable)

A. How will the proposed remodeling affect the present building? _____

B. What is the proposed use of the remodeled area(s)? _____

C. Attach drawings showing the complete existing plan and the remodeled area(s).

New Construction: (complete this section, only if applicable)

A. Check type(s) of proposed building:

- | | |
|--|-------------------------------|
| _____ Church building | _____ Shop |
| _____ Educational building | _____ Prefab classroom |
| _____ Combined church/educational building | _____ Site work |
| _____ Minister's residence | _____ Paving/parking |
| _____ Recreational (building) | _____ Recreational (outdoors) |
| _____ Garage | _____ Other (describe) |

B. How will this new construction be used? _____

C. Attach preliminary set of plans and specifications.

Building Lot:

A. Where will you build? _____

B. What is the size of the building lot? _____

C. What is the front footage? _____

D. How far below the surface is the... ground water? _____

rock? _____

E. Will you have at least two test pits or soil borings made...

...before proceeding with the design? _____ Yes _____ No

...for your architect/engineer to evaluate? _____ Yes _____ No

F. Attach a survey, including topography and location of utilities, to this application.

C. What is the projected income for the next three years? _____ Yr _____
_____ Yr _____
_____ Yr _____

D. What is the present balance in all checking and savings accounts? _____

E. How much of these funds are designated? _____

Liabilities:

A. What is the total budget (district and general obligations) for this year? _____

B. How much is presently paid on these budgets? _____

C. Are any in arrears? _____ Yes _____ No

D. If yes, explain: _____

E. Have you paid all your budgets in full for the past three years? _____ Yes _____ No

F. What is the church's total current indebtedness? _____

SUMMARY OF FUNDS AVAILABLE FOR BUILDING

- A. Cash in Building Fund: \$ _____
- B. Pledges to be Paid Prior to Completion of Construction (enter 80%): \$ _____
- C. Permanent Loan Available (based on written commitment): \$ _____
- D. Sale of Property (based on actual sale, contract, or professional appraisal): \$ _____
- E. Payments Made on Land, Improvements, Architects, Real Estate, Appraisal, Attorney Fees, etc. \$ _____
- F. Memorial Gifts (realistic goal): \$ _____
- G. Funds from Trusts and/or Wills: \$ _____
- H. Other Sources: \$ _____

TOTAL ANTICIPATED FUNDS: \$ _____

Less Current Debts (principal and interest): \$ _____

TOTAL BUILDING PROJECT BUDGET: \$ _____

APPROVAL SECTION
Phase I - Conceptual

LOCAL CHURCH BOARD

Please record the Church Board's vote for recommending this project to the district for consideration.

Name of Church: _____

Date of Board vote: _____

Number of ballots cast: _____ Yes _____ No

Signature of Church Secretary: _____

Signature of Pastor: _____

DISTRICT CHURCH PROPERTIES BOARD

Approval is hereby given to proceed with Request for Phase II-Planning, subject to the following:

Signature of **CPB** Chairman: _____

Dated: _____