

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 II: PLANNING**

**(PB-3.2)**

**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 by the District Superintendent 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 II-Planning) and submit it to the District Church Properties Board (**CPB**). Be sure to include the following:
  - Soil information and tests
  - Schematic plans and specifications of proposed remodeled area(s) and/or new construction
  - Updated financial, fund-raising, and loan source data (use a separate sheet of paper)
  - Copy of proposed contract with builder/contractor
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" (**CPB** policy).

## CHURCH BUILDING/LONG-RANGE PLANNING COMMITTEE

List the names of your local Committee members. Indicate Chairperson (cannot be the pastor).

_____	_____
_____	_____
_____	_____

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)

## REMODELING

(Complete this section if remodeling only.)

### Foundation and Structure:

- A. If additional load is being added, has the foundation and structure been checked for load-carrying capacity? \_\_\_\_\_ Yes \_\_\_\_\_ No

### Interior Walls (existing and new):

Type: _____ Load-bearing	Materials: _____ Wood Studs
_____ Nonload-bearing	_____ Steel Studs
_____ Portable	_____ Plastered
_____ Folding	_____ Dry Wall
_____ Other	_____ Paneled
	_____ Other

### Floor Covering:

Materials: \_\_\_\_\_

### Heating, Ventilation, and Air Conditioning:

Will the existing system work well for the revised areas? \_\_\_\_\_ Yes \_\_\_\_\_ No

Describe the proposed changes and include a plan. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Plumbing:** Show proposed changes and describe. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Electrical Service and Lighting:** Include plans and describe the proposed changes. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Sprinklers:** Will there be automatic fire protection? \_\_\_\_\_ Yes \_\_\_\_\_ No

**Codes:** Have you checked and know that your proposed remodeling is within zoning and local/state/federal building, plumbing, fire, safety, health, and environmental codes? \_\_\_\_\_ Yes \_\_\_\_\_ No



D. Floor(s) - \_\_\_\_\_ Reinforced concrete on steel joists  
\_\_\_\_\_ Wood on timber joists  
\_\_\_\_\_ Other (describe: \_\_\_\_\_)

E. Windows and doors - describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

F. Roof - Type: \_\_\_\_\_ Flat Materials: \_\_\_\_\_ Reinforced concrete  
\_\_\_\_\_ Sloped \_\_\_\_\_ Wood  
\_\_\_\_\_ Built-up \_\_\_\_\_ Shingles  
\_\_\_\_\_ Other \_\_\_\_\_ Other

G. Heating, Ventilation, and Air Conditioning -

Type: \_\_\_\_\_ Steam Fuel: \_\_\_\_\_ Oil A/C: \_\_\_\_\_ Central  
\_\_\_\_\_ Hot water \_\_\_\_\_ Gas \_\_\_\_\_ Wall units  
\_\_\_\_\_ Forced hot air \_\_\_\_\_ Coal \_\_\_\_\_ Window units  
\_\_\_\_\_ Other \_\_\_\_\_ Solar \_\_\_\_\_ None  
\_\_\_\_\_ Other

H. Plumbing -

Water lines: \_\_\_\_\_ Copper/brass Drain (soil) lines: \_\_\_\_\_ Copper/brass  
\_\_\_\_\_ Steel \_\_\_\_\_ Cast iron  
\_\_\_\_\_ Plastic \_\_\_\_\_ Plastic  
\_\_\_\_\_ Other \_\_\_\_\_ Other

I. Electrical Service -

Amperes: \_\_\_\_\_ 1,000 \_\_\_\_\_ 300 Phase(s): \_\_\_\_\_ Single  
\_\_\_\_\_ 800 \_\_\_\_\_ 200 \_\_\_\_\_ Three  
\_\_\_\_\_ 500 \_\_\_\_\_ Other

J. Automatic fire protection (sprinklers) - \_\_\_\_\_ Yes \_\_\_\_\_ No

## FINANCIAL DATA

### Estimated Costs:

A. Construction Contract (including bonds and insurance): \$ \_\_\_\_\_

B. Fees for Professional Services:

Architect \$ \_\_\_\_\_

Acoustical Consultant \$ \_\_\_\_\_

Attorney \$ \_\_\_\_\_

Survey Engineer \$ \_\_\_\_\_

Soil Analysis \$ \_\_\_\_\_ \$ \_\_\_\_\_

C. Land Costs (including real estate fees, appraisal fees, and other related expenses) \$ \_\_\_\_\_

D. Sitework:

Grading \$ \_\_\_\_\_

Drainage \$ \_\_\_\_\_

Utilities \$ \_\_\_\_\_ \$ \_\_\_\_\_

E. Landscape Planting \$ \_\_\_\_\_

F. Parking and Drives \$ \_\_\_\_\_

G. Furniture, Carpet, and Drapes \$ \_\_\_\_\_

H. Stained Glass and Art \$ \_\_\_\_\_

I. Sound System, TV System, Production and Recording (including engineering & installation) \$ \_\_\_\_\_

J. Special Lighting \$ \_\_\_\_\_

K. Interest During Construction \$ \_\_\_\_\_

**PROJECT SUB-TOTAL: \$ \_\_\_\_\_**

L. Contingencies/Miscellaneous Expenses (allow 10% of sub-total) \$ \_\_\_\_\_

**PROJECT TOTAL: \$ \_\_\_\_\_**

**Proposed Loan:**

- A. How much will the payments of interest and principal affect your present church budget? \_\_\_\_\_  
\_\_\_\_\_
- B. Can the payments be absorbed by your present income with your present commitments? \_\_\_\_\_ Yes \_\_\_\_\_ No
- C. Will it be necessary to raise additional funds to repay this loan? \_\_\_\_\_ Yes \_\_\_\_\_ No
- D. If yes, explain what plans have been made for this: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- E. In your opinion, is this loan practical? \_\_\_\_\_ Yes \_\_\_\_\_ No
- F. Why do you feel that it is or is not? \_\_\_\_\_  
\_\_\_\_\_
- G. Give other pertinent details, guarantees, or conditions of loan (if any): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Update on 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 II - Planning**

**Local Church Board**

Please record the Church Board's vote for recommending this project (plans/cost) to the church membership.

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 III-Construction, subject to the following:

\_\_\_\_\_  
\_\_\_\_\_

Signature of CPB Chairman: \_\_\_\_\_

Dated: \_\_\_\_\_