

POLICY FOR BUILDING - FINANCE STRATEGY
(REVISED JUNE 12, 1979)
UPPER OHIO VALLEY PRESBYTERY
(Revised and approved 6/24/80)

PURPOSE:

- 1) To assist congregations in the Presbytery to be responsible in their provision and use of their building, and to assist them with their financial resources.
- 2) To assist the Presbytery in fulfilling its Constitutional responsibilities in the supervision of its churches or projects of presbytery with regard to property and mission.

PROCEDURE:

- 1) Member churches or projects of the Presbytery shall seek written permission of the presbytery. Projects of the churches to be approved by the Presbytery include:
 - a) the acquisition or disposition of real property
 - b) the construction, major renovation or razing of buildings
 - c) the borrowing of money for capital purposes
 - d) the mortgaging of real property
 - e) the leasing of real property
- 2) Appropriate forms to describe the above are available from the Presbytery Office.
- 3) The Stewardship Committee and Congregational Nurture Committee shall be assigned the responsibility for study and recommendation of all requests outlined in step 1 (procedure). If the project concerns a manse, the Committee on Ministry shall be consulted. If the project concerns educational space, the Training & Development Committee shall be consulted. The Stewardship Committee shall be responsible for placing the recommendation on the floor of presbytery.
- 4) In order to assist the Stewardship Committee and the Congregational Nurture Committee to fulfill their responsibilities to the Presbytery on behalf of its churches, the following steps shall be in order:
 - a) A Project Approval form shall be completed.

A congregation with a borrowing or building need shall notify the Presbytery Office so that the appropriate forms may be sent to the session for completion of their application for approval. The completed forms, when returned to the Presbytery Office, shall be distributed to the chairpersons of the appropriate Presbytery committees.

- b) Upon the church's completion of the project forms and notification of the appropriate committees, a project hearing shall be arranged for representatives of the congregation to meet with the representatives of the Stewardship Committee and other appropriate committees to presbytery to review the congregation's request.
- 5) Upon approval by the Stewardship Committee, the Congregational Nurture Committee and the Presbytery, the congregation may proceed with its plan for securing building funds and obtain, when necessary, architectural counsel, for the next steps.
 - a) Preliminary Plans
Preliminary plans of building shall be submitted to the Stewardship Committee and the Congregational Nurture Committee for review and approval.
 - b) Plans for Financing
The plan for financing the building program including building costs, site development,

and needed equipment shall be submitted to the Stewardship Committee for review and approval.

c) Special Financing

- 1) A congregation may borrow up to 15% of its current expenses budget, without Presbytery's approval. However, no money may be borrowed, in any amount, against church property without the Presbytery's written approval. (*Book of Order*, 62.12)
- 2) A congregational financial and statistical report must be submitted to the Stewardship Committee when a loan is required, along with the Project Approval form (see 4 above).
- 3) Plans to repay the Special Financing by the congregation shall be submitted to the Stewardship Committee.
- 4) All other responsibilities for loans shall be explored, before requesting a loan from the Church Loan Fund of the Presbytery. All agencies contacted shall be listed, and the list submitted to the Stewardship Committee. The Presbytery may consider a loan request from a church. The amount determined to be recommended by the Stewardship Committee.
- 5) Loans from the Presbytery's Church Loan Fund may be interest free the first year; and, at an appropriate interest rate to be established at the time of the loan is being approved. Payments of interest and principal shall be made on a monthly basis.

d) Special Improvements

Where improvements are being made and no encumbrances are involved, a consultation shall be held with the Stewardship Committee, for the purpose of advice and suggestion.

e) Sale of Manse

When churches are seeking to sell their manse, such action shall be made a matter of record with the Committee on Ministry of the Presbytery.

f) Christian Education Buildings

Churches planning to build Christian Education buildings shall inform the Training & Development Committee of the Presbytery.

SUMMARY:

When the Stewardship Committee and the Congregational Nurture Committee and any other committees involved in the congregation's request, are satisfied that the total requested is complete and in order, and the committees are ready to recommend approval, the Stewardship Committee shall then submit the plans to the Presbytery for final approval. When the Presbytery gives its approval, then the church and its congregation is at liberty to proceed.

Sub-Committee of the Stewardship Committee

Sub-Committee of the Stewardship Committee

(sub-committee chair)
