

FORM FOR CERTIFICATION OF VESTRY MEETING

Sale of Property

I do hereby certify that at a duly called meeting of the Vestry of _____
Church, held on _____ [date] _____, [year], the Application For Consent and the sale of the
property described in accompanying documents was approved by a majority of the
Vestry.

Signed: _____
Clerk/Secretary of the Vestry

FORM FOR CERTIFICATION OF VESTRY MEETING

Mortgaging or Financing of Property

I do hereby certify that at a duly called meeting of the Vestry of _____
Church, held on _____ [date] _____, [year], the Application For Consent and the mortgaging
or financing of the property described in accompanying documents was approved by a
majority of the Vestry.

Signed: _____
Clerk/Secretary of the Vestry

FORM FOR CERTIFICATION OF PARISH MEETING

Sale of Property

I do hereby certify that at a duly called meeting of the parish of _____
Church, held on _____ [date] _____, [year], the Application For Consent and sale of the
property described in accompanying documents was approved by a majority of the
eligible voting membership of the Parish.

Signed: _____
Clerk/Secretary of the Vestry

Enclosed: Minutes of the referenced Parish Meeting

FORM FOR CERTIFICATION OF PARISH MEETING

Mortgaging or Financing of Property

I do hereby certify that at a duly called meeting of the parish of _____
Church, held on _____ [date]____, [year], the Application For Consent and the mortgaging
or financing of the property described in accompanying documents was approved by a
majority of the eligible voting membership of the Parish.

Signed: _____
Clerk/Secretary of the Vestry

Enclosed: Minutes of the referenced Parish Meeting

FORM D-2

Project Description, Background Information, and Additional Data Related to the Parish's Ministry

Please provide us (on a separate sheet) a brief description of the property proposed for mortgaging or financing. Include a recent photograph, architectural drawing or other material which will help us recognize what is being proposed with this mortgage or financing.

Please provide us (on a separate sheet) a rationale for the proposed mortgage or financing of the property.

Please include responses to the following:

What is your current parish mission? Does the mortgaging or financing of this property affect your mission in any significant way?

What is your current ministry focus (Worship, Stewardship, Evangelism, Service and Community Program, Pastoral Care, Christian Education and Formation)?

How will this mortgage or financing project be used to support the current or anticipated ministry of your congregation? **Please enclose a copy of your budget for the past three years.**

What other alternatives have you considered (e.g., renting other property, adding another worship service in the current building, etc.)? What, if anything, will this property cost you to maintain and use it?

Have you discussed your proposal with others in your deanery? If yes, what response(s) have you received? If no, would this be an appropriate action for you to take as you consider the effect this may have on other ministry within your deanery?

What options for a mortgage or financing have you determined are available to you? With what financial institution do you intend to arrange a mortgage or financing? At what rate and for how long?

Do you anticipate requesting a loan through the Diocese or other lending body of the Episcopal Church? What information do you have available about these loan options?

FORM D-1

PROJECT DESCRIPTION, BACKGROUND INFORMATION, AND ADDITIONAL DATA RELATED TO THE PARISH'S MINISTRY

Please provide us (on a separate sheet) a brief description of the property proposed for sale. Include a recent photograph, architectural drawing or other material which will help us recognize what is being proposed for sale.

This description should include the current or most recent use of the property and an up-to-date independent appraisal of the property's value.

Please provide us (on a separate sheet) a rationale for the proposed sale of the property.

Please include responses to the following:

What is your current parish mission? Does the sale of this property affect your mission in any significant way?

What is your current ministry focus (Worship, Stewardship, Evangelism, Service and Community Program, Pastoral Care, Christian Education and Formation)?

How will the proceeds from this proposed sale be used to support the current or anticipated ministry of your congregation? **Please enclose a copy of your budget for the past three years.**

What other alternatives have you considered (e.g., if a building: rental or donation to/for Habitat for Humanity, community education, health services, etc.)? What, if anything, will this property cost you to keep it?

Have you discussed your proposal with others in your deanery? If yes, what response(s) have you received? If no, would this be an appropriate action for you to take as you consider the effect this may have on other ministry within your deanery?

FORM C-2

**PARISH APPLICATION
FOR CONSENT TO MORTGAGE OR FINANCE PROPERTY**

To: President
Standing Committee of the Diocese of Western Michigan

From: The Rev. _____, Rector/Priest-in-Charge
Mr(s). _____, Senior Warden
Mr(s). _____, Junior Warden
Mr(s). _____, Treasurer

Date:

We, the Clergy and Officers and Vestry of _____ [name of parish],
located at _____ [street, city, state zip], telephone (area code-number),
request the written consent of the Standing Committee to mortgage or finance parish
property located at
_____ [street, city, state zip] .

In accordance with this request, we submit documents required by the Diocesan
Constitution and Canons.

Signed:

Clergy

Senior Warden

Junior Warden

Treasurer

FORM C-1

**PARISH APPLICATION
FOR CONSENT TO SALE OF PROPERTY**

To: President
Standing Committee of the Diocese of Western Michigan

From: The Rev. _____, Rector/Priest-in-Charge
Mr(s). _____, Senior Warden
Mr(s). _____, Junior Warden
Mr(s). _____, Treasurer

Date:

We, the Clergy and Officers and Vestry of _____ [name of parish] _____,
located at _____ [street, city, state zip] _____, telephone (area code-number) _____,
request the written consent of the Standing Committee to sell parish property located at
_____ [street, city, state zip] _____.

In accordance with this request, we submit documents required by the Diocesan
Constitution and Canons.

Signed:

Clergy

Senior Warden

Junior Warden

Treasurer

**PROPERTY SALE
OR
ENCUMBRANCE OF PROPERTY
BY
A PARISH OR CONGREGATION**

A parish contemplating selling property or obtaining a mortgage or other financing on existing property must contact the President of the Standing Committee of the Diocese prior to initiating any such action.

The President will designate a member of the Standing Committee to work with the clergy and Vestry of such a congregation. This Standing Committee Coordinator will ensure that all requirements are met to facilitate the approvals of the Bishop and Standing Committee.

These approvals are required before any sale or encumbrance of property can take place.

PROCEDURES FOR CONGREGATIONS

I. FOR THE SALE OF PROPERTY

Before proposing the sale of property, a congregation shall inform the President of the Standing Committee of its intent prior to listing the property for sale or otherwise making the property available for purchase. Once informed, the President shall appoint a member of the Standing Committee (SC) to serve as Coordinator for that parish.

Once the intent is confirmed by the coordinator, the President of the SC shall write to the Senior Warden and Clergy-in-Charge and/or Junior Warden referring them to relevant portions of the Constitution and Canons of the Episcopal Church and of the Diocese of Western Michigan. This letter will also inform them of the SC coordinator who will be their contact person. The SC coordinator will receive a copy of this letter.

II. FOR MORTGAGING OR FINANCING PROPERTY

Before proposing the mortgaging or financing of property, a congregation shall inform the President of the Standing Committee of its intent prior to making arrangements for financing. Once informed, the President shall appoint a member of the Standing Committee (SC) to serve as Coordinator for that parish.

Once the intent is confirmed by the coordinator, the President of the SC shall write to the Senior Warden and Clergy-in-Charge and/or Junior Warden referring them to relevant portions of the Constitution and Canons of the Episcopal Church and of the Diocese of Western Michigan. This letter will also inform them of the SC coordinator who will be their contact person. The SC coordinator will receive a copy of this letter.