



FOR OFFICE USE ONLY

Received \_\_\_\_\_

Loan.# \_\_\_\_\_

Forwarded to  CLP  PILP

Presbyterian Church (U.S.A.),
Church Loan Program Investment and Loan Program, Inc.
(CLP)
(502) 569-5231
judyg@ctr.pcusa.org

Presbyterian Church (U.S.A.), A Corporation
(The "Program")
(800) 903-7457
ashleyw@ctr.pcusa.org

APPLICATION FOR CHURCH LOAN

Section A: General Information

Date: \_\_\_\_\_ Amount from the Program \$ \_\_\_\_\_
Amount from CLP \$ \_\_\_\_\_
Term of loan: \_\_\_\_\_ Amount of loan Needed \$ \_\_\_\_\_

PURPOSE OF LOAN (check all that apply):

Construction:

- new Christian Education Building
new sanctuary
new multi-purpose unit

Purchase:

- land or out buildings
manse (CLP only)

Renovation:

- sanctuary Christian Education Bldg
multi-purpose unit manse (CLP only)

- refinance existing mortgage (Program Only)

Note: site and incentive loan applications may be obtained from CLP office.

Name of Church: \_\_\_\_\_ PIN \_\_\_\_\_

Address: \_\_\_\_\_

County \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ zip \_\_\_\_\_

Phone (\_\_\_\_)-\_\_\_\_-\_\_\_\_ Fax: (\_\_\_\_)-\_\_\_\_-\_\_\_\_

Synod \_\_\_\_\_ Presbytery \_\_\_\_\_

Who holds title to tile Church property? \_\_\_\_\_

Will all church property serve as collateral for Loan Note: yes no (If no please explain on separate page).

Church/project formerly known as \_\_\_\_\_ in the city of \_\_\_\_\_

Date church was (or is to be) organized \_\_\_\_\_

Minister \_\_\_\_\_

Home Address \_\_\_\_\_

Home Phone (\_\_\_\_)-\_\_\_\_-\_\_\_\_ Office Phone (\_\_\_\_)-\_\_\_\_-\_\_\_\_

At church since \_\_\_\_\_ E-mail \_\_\_\_\_

Clerk of Session: \_\_\_\_\_

Home Phone (\_\_\_\_)-\_\_\_\_-\_\_\_\_ Office Phone (\_\_\_\_)-\_\_\_\_-\_\_\_\_

Presbytery/Synod liaison: \_\_\_\_\_

Title: \_\_\_\_\_ Phone \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail \_\_\_\_\_

**Presbyterian Church Loan Program and  
Presbyterian Investment & Loan Program  
Loan Application**

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Applicant's Attorney \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ zip \_\_\_\_\_

Phone (\_\_\_\_)-\_\_\_\_-\_\_\_\_ Fax: (\_\_\_\_)-\_\_\_\_-\_\_\_\_ E-Mail: \_\_\_\_\_

Congregation Representative /Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Home Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ zip \_\_\_\_\_

Phone (\_\_\_\_)-\_\_\_\_-\_\_\_\_ Fax: (\_\_\_\_)-\_\_\_\_-\_\_\_\_ E-Mail: \_\_\_\_\_

**TYPE OF CHURCH** (check all that apply):

- |   |                                   |  |  |
|---|-----------------------------------|--|--|
| <input type="checkbox"/> New Church Development<br>(10 years or less) | <input type="checkbox"/> Suburban | Ethnicity (for <b>CLP</b> statistical purposes only) |  |
| <input type="checkbox"/> Redevelopment                                | <input type="checkbox"/> Union    | <input type="checkbox"/> African-American            | <input type="checkbox"/> Asian           |
| <input type="checkbox"/> Rural/small town                             |                                   | <input type="checkbox"/> Caucasian                   | <input type="checkbox"/> Hispanic        |
| <input type="checkbox"/> Federated                                    |                                   | <input type="checkbox"/> Korean                      | <input type="checkbox"/> Middle Eastern  |
|   |                                   | <input type="checkbox"/> Multi-Cultural/Ethnic       | <input type="checkbox"/> Native American |
|   |                                   | <input type="checkbox"/> Other: _____                |  |

**TIME LINE**

Desired **loan** closing date \_\_\_\_\_

Date construction to begin \_\_\_\_\_

Date **loan** proceeds needed CLP funds \_\_\_\_\_ Program funds \_\_\_\_\_

Expected completion date \_\_\_\_\_

**Section B: Geographical Information: (for CLP Applicants Only)**

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What is the radius of your parish/community in miles? \_\_\_\_\_

Population of your parish/community Current: \_\_\_\_\_ Projected Growth 5 years \_\_\_\_\_

Factors expected to contribute to the growth of your parish/community (**cite** source of your information)

\_\_\_\_\_

\_\_\_\_\_

What is tile economic base of the parish/community? \_\_\_\_\_

\_\_\_\_\_

**Section C: Church Statistical Information**

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**CHURCH MEMBERSHIP** (for the past five years)

19 \_\_\_\_ 19 \_\_\_\_ 19 \_\_\_\_ 19 \_\_\_\_ 19 \_\_\_\_

\_\_\_\_\_

**AVERAGE ATTENDANCE** (for the past five years)

19 \_\_\_\_ 19 \_\_\_\_ 19 \_\_\_\_ 19 \_\_\_\_ 19 \_\_\_\_

\_\_\_\_\_

**Presbyterian Church Loan Program and  
Presbyterian Investment & Loan Program  
Loan Application**

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**EXPECTED MEMBERSHIP GROWTH**

One year \_\_\_\_\_ Three years \_\_\_\_\_ Five years \_\_\_\_\_

**PLEDGE INFORMATION:**

Number of possible pledging units in church: \_\_\_\_\_  
 Number that actually pledge: \_\_\_\_\_ Percent that pledge \_\_\_\_\_ %  
 Average pledge \$ \_\_\_\_\_  
 Average age of membership \_\_\_\_\_ years (10 year range)

**Section D: Financial Information: (from Annual Statistical Report)**

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Last 3 years                      199 \_\_\_\_\_                      199 \_\_\_\_\_                      199 \_\_\_\_\_

**RECEIPTS**

Contributions from pledges	_____	_____	_____
Contributions (other)	_____	_____	_____
Capital and building fund	_____	_____	_____
Investment and endowment inc.	_____	_____	_____
Bequests	_____	_____	_____
Other income (from	_____	_____	_____
Subsidy or aid	_____	_____	_____
Total Receipts	=====	=====	=====

**EXPENDITURES**

Local program (operating expenses)	_____	_____	_____
Local mission	_____	_____	_____
Capital expenditures	_____	_____	_____
Investment expenditures	_____	_____	_____
Per capita expenses	_____	_____	_____
*Presbytery/ Synod /GA	_____	_____	_____
Theological Education fund	_____	_____	_____
Other Mission	_____	_____	_____
Total expenditures	=====	=====	=====

\*includes unified giving, GA approved special offerings, and Presbytery approved mission giving.

**Presbyterian Church Loan Program and  
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Loan Application**

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**CHURCH BUILDING FUND CAMPAIGN**

Total amount pledged to capital campaign \$ \_\_\_\_\_

Campaign pledge period from \_\_\_\_\_(date) to \_\_\_\_\_(date)

Number of pledges \_\_\_\_\_

Average pledge \$ \_\_\_\_\_

Campaign directed by Church Financial Campaign Service  yes  no

If no, name of campaign service used: \_\_\_\_\_

Do you have an active follow-up program? \_\_\_\_\_

Do you have an active program for soliciting building fund pledges from new members? \_\_\_\_\_

Are future Building Fund Campaigns planned?  yes  no If yes: from \_\_\_\_\_ to \_\_\_\_\_  
from \_\_\_\_\_ to \_\_\_\_\_

**PROJECTED NEW LOANS TO FUND THIS PROJECT**

<u>Lender</u>	<u>Amount</u>	<u>Anticipated Interest Rate</u>	<u>Years</u>	<u>Monthly Payment</u>	<u>Maturity Date</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
Totals:	\$ _____			\$ _____	

**CURRENT MORTGAGE DEBT**

<u>Lender</u>	<u>Original Amount</u>	<u>Current Balance</u>	<u>Monthly Payment</u>	<u>Maturity Date</u>	<u>Interest Rate</u>
_____	_____	_____	_____	____/____/____	____%
_____	_____	_____	_____	____/____/____	____%
_____	_____	_____	_____	____/____/____	____%
_____	_____	_____	_____	____/____/____	____%
<u>Totals</u>		=====	=====		

**Presbyterian Church Loan Program and  
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Loan Application**

**Section E: Financial Plan**

**A. COST**

Purchase price of building: \$ \_\_\_\_\_  
Appraised value \_\_\_\_\_ Appraised by \_\_\_\_\_

**Attach copy of appraisal to application**

..... OR.....

Construction, renovation or addition

Size: \_\_\_\_\_ square feet cost per square foot \$ \_\_\_\_\_

- 1. Construction contract price (check one  estimated  firm) \$ \_\_\_\_\_
- 2. Architect's fees \$ \_\_\_\_\_
- 3. Furnishings, equipment, parking, insurance, (10% of contract price suggested) \$ \_\_\_\_\_
- 4. Contingencies (1 5% of construction contract price suggested) \$ \_\_\_\_\_
- 5. Other anticipated expenses \$ \_\_\_\_\_
- 6. Total Project Cost \$ \_\_\_\_\_

**B. RESOURCES**

- I. Cash on hand - from building fund pledges \$ \_\_\_\_\_
- 2. Cash on hand - from other sources \$ \_\_\_\_\_  
specify source \_\_\_\_\_
- 3. Cash already expended on the project \$ \_\_\_\_\_
- 4. Additional income to be received from capital campaign before completion of project \$ \_\_\_\_\_
- 5. Presbytery, gifts and grants \$ \_\_\_\_\_
- 6. Synod Gifts and grants \$ \_\_\_\_\_
- 7. Other gifts and grants ('I.e., private donations etc.) \$ \_\_\_\_\_
- 8. Presbytery loan \_\_\_\_\_ years \_\_\_\_\_ %Interest \_\_\_\_\_ mo/pmt \$ \_\_\_\_\_
- 9. Synod loan \_\_\_\_\_ years \_\_\_\_\_ %/Interest \_\_\_\_\_ mo/pmt \$ \_\_\_\_\_
- 10. Bank (commercial) Mortgage loan \_\_\_\_\_ years \_\_\_\_\_ %/Interest \_\_\_\_\_ mo/pmt \$ \_\_\_\_\_
- II. Other loans \_\_\_\_\_ years \_\_\_\_\_ %/Interest \_\_\_\_\_ mo/pmt \$ \_\_\_\_\_  
(Specify) \_\_\_\_\_
- Total Resources (1-11) \$ \_\_\_\_\_
- 12. Loan amount requested to complete project \$ \_\_\_\_\_
- 13. Grand Total Resources: (Should equal line A.6) \$ \_\_\_\_\_

**Presbyterian Church Loan Program and  
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**Section F: Authorization**

**CHURCH/BORROWER**

We, the undersigned, hereby certify that all statements made herein, which are applicable to the organization for which we are signing, are true and correct to the best of our knowledge and belief. We further certify that this application is submitted with the full knowledge and approval of the official governing board we represent.

We also grant permission to the Presbyterian Church (U.S.A.) Investment and Loan Program, Inc. ("Program"), if funds are provided by it, to use our name and the amount of any mortgage approved for us in the production of the Presbyterian Investment & Loan Program's informational brochures and promotions, including, but not limited to, interviews with the press and lists sent to investors or potential investors.

We also agree that periodical placement in the congregation and governing body news letters, bulletin inserts and other communication vehicles of promotional material promoting the Program will include information provided by or pre-approved by the Program.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Typed or Printed Name and Title

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Typed or Printed Name and Title

\_\_\_\_\_  
Clerk : )f Session or Authorized Signer

**PRESBYTERY**

On (date) the Presbytery of in accordance with the Book of Order and its own procedures:

- § Reviewed and approved this project as to mission priority;
- § Gave consideration to participation in the project's funding;
- § Reviewed and approved the Financial Plan as fiscally responsible;
- § Agreed to monitor the application of the Equal Employment Opportunity policy of the General Assembly as appropriate to this project;
- § Has/will agree(d) at it's last/next scheduled meeting held on/to be held on (date) to guarantee/co- sign the loan(s) and to assume repayment responsibility in the event of loan default.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Presbytery Executive/Stated Clerk

**SYNOD**

On \_\_\_\_\_ (date) the Synod of \_\_\_\_\_ endorsed this application for funding as requested. (Synod endorsement is required for **CLP** loan applications and for **program** loans to Presbyteries)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Synod Executive/Stated Clerk

This application was completed by: \_\_\_\_\_

Title: \_\_\_\_\_

**Presbyterian Church Loan Program and  
Presbyterian Investment & Loan Program  
Loan Application**

**REQUIREMENTS FOR SUBMITTING A CHURCH LOAN APPLICATION**

In order to make the process of obtaining a loan easier, we have compiled this list. For your application to be considered for approval, please attach the following to your completed loan application:

- Financial statements for last 3 years
- List of church assets not disclosed in financial statements
- Current operating statements
- Current budget
- Proposed budget (1999 if available)
- Proposed repayment plan
- Architect's drawings (file size please), showing floor plan and elevation (if construction loan)
- Appraisal (for purchase contracts) or Appraisal Checklist (enclosed)
- A copy of the contractor's estimates or a final contract
- Mission Strategy Statement (MSS) **(CLP Only)**

**Please prepare your MSS on separate paper and attach to the Application:**

1. Describe how this proposed site relocation or addition fit into the presbytery's mission strategy for congregational development (For the Presbytery);
2. Describe briefly the Mission Design, including the specific goals and objectives of the congregation for the next twelve months;
3. How will the proposed site relocation or addition facilitate the implementation of the congregation's mission goals and objectives;
4. How will the proposed new site respond to the need for improved stewardship of the earth's natural resources and to the need for more efficient use of energy?

**The following items will be required if the application is approved and must be submitted prior to the loan closing date:**

- Acknowledgment of receipt (of Commitment Letter)
- Certified (by Clerk of Session) copy of church bylaws
- Recent (within two years) state certified copy of Articles of Incorporation
- Title Commitment
- Draft Mortgage/Deed of trust
- Promissory Note
- Construction contracts (if applicable)
- Performance bond (if applicable)
- Evidence of zoning compliance
- Evidence of liability and fire insurance coverage naming the lender as a mortgagee
- Builder's risk insurance (if applicable)
- Property, survey (if required to lift exceptions to title Insurance)
- Environmental Statement (enclosed)
- Congregational approval minutes
- Presbytery approval minutes

**PLEASE RETURN THIS APPLICATION ALONG  
WITH ALL REQUESTED DOCUMENTS TO:**

**Synod of the Northeast  
Office of Church Development  
5811 Heritage Landing Drive  
East Syracuse, NY 13057-9360  
Telephone: 800-585-5881**

