

# LOAN APPLICATION



Local Church Ministries  
Church Building & Loan Fund  
700 Prospect Avenue, Cleveland, OH 44115  
216 -736-3834; Toll Free 866-822-8224, Ext. 3834

## **LOAN APPROVAL CRITERIA:**

The Board of Directors of Local Church Ministries Church Building & Loan Fund oversees the operation of the Fund and approves all loans made by it. In reaching its decision, the Board seeks to assure itself that the congregation has experienced and capable leadership as well as it is financially able to meet the obligations of a loan contract and a vital part of the United Church of Christ.

The criteria used by the management of the fund and the CB&LF Board in reaching loan decisions are:

### **Congregational Viability:**

1. Does the pastor have standing in the UCC? What is the pastor's experience and does he/she have a successful track record in growing congregations?
2. Has the congregation demonstrated the ability to grow and thrive with favorable trends in:
  - membership growth?
  - average attendance?
  - member giving?
3. Does the congregation have:
  - strong, committed lay leadership?
  - sound financial management practices?
  - a serious commitment to stewardship and annual financial campaigns?

### **Vision for Mission and Ministry**

4. Has the congregation:
  - Participated in the Partners in Building program for at least six months?
  - attended the Partners in Building training events?
  - demonstrated its commitment to mission and ministry beyond the local church?

### **Participation in Wider Church:**

5. Do the pastor and lay members participate actively in the association and conference?
6. Does the congregation financially support the UCC's mission and ministry as evidenced by:
  - its ratio of OCWM basic support to current expenses with commitment to a minimum ratio of 10%?
  - being Five for Five?
7. Does the congregation complete annual UCC Yearbook report forms?

**Financial Guidelines:**

8. Is the congregation self-sustaining (no subsidies) and does it meet guidelines established for:
  - maximum amount of loan per member?
  - ratio of total annual loan payments to annual operating income?
  - ability to make loan payments on schedule?
  - a cushion of cash/pledges to meet monthly payments?
  
9. Has it completed a successful capital campaign or other fund raising program for its building fund?
  
10. Does it have a sound plan for making all required regular and additional loan payments within the first 60 months of the loan?

**INSTRUCTIONS:**

- a) An application is not complete without all the information requested in this form.
  - ✓ **See Page 14 for a checklist**
  
- b) Be sure to complete and sign pages 10, 11, 12 and 13
  
- c) Call the **Church Building & Loan Fund** with any questions you may have

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| <ul style="list-style-type: none"><li>➤ <b>Toll Free 866-822-8224, Ext 3834 or</b></li><li>➤ <b>Sheila Kinzer, Acting Executive Director, Ext. 3820</b></li></ul> |
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**LOCAL CHURCH MINISTRIES**  
**CHURCH BUILDING & LOAN FUND**  
**LOAN APPLICATION**

700 Prospect Avenue, Cleveland OH 44115-1100  
216-736-3820 FAX 216-736-3828

Church: \_\_\_\_\_ Date: \_\_\_\_\_

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

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Conference: \_\_\_\_\_ Association: \_\_\_\_\_

Pastor: \_\_\_\_\_ Phone: \_\_\_\_\_

Purpose of Loan:

- \_\_\_\_\_ Site Purchase
- \_\_\_\_\_ Site Purchase and Construction
- \_\_\_\_\_ Purchase Existing Building

Description and Location of Property: \_\_\_\_\_

\_\_\_\_\_

Plan of Finance:

Site Purchase \$ \_\_\_\_\_

Building Purchase \$ \_\_\_\_\_

Building Construction \$ \_\_\_\_\_

Total: \$ \_\_\_\_\_

Less: Down Payment \$ (\_\_\_\_\_)

LOAN AMOUNT: \$ \_\_\_\_\_

Completed By: \_\_\_\_\_ Phone: \_\_\_\_\_

	2008	2009	2010	2011(*)
<b>Members</b>				
# families				
Avg Worship Attendance				
<b>Total Member Giving</b>				
<b>Total Income</b>				
Pastoral Support				
Ministry Programs				
Building Expense				
Rent				
Other Expense				
OCWM Basic				
OCWM Special				
Other (specify)				
<b>Total Expenses</b>				
<b>Surplus/(Deficit)</b>				

(\*) Current Year-to-Date. Month: \_\_\_\_\_

**A Capital Campaign** \_\_\_\_\_ was completed on \_\_\_\_\_  
 \_\_\_\_\_ is scheduled to begin \_\_\_\_\_

Campaign was/will be directed by: \_\_\_\_\_

Campaign Goal: \$ \_\_\_\_\_ Pledge Period \_\_\_\_\_ Years.

*For Completed Campaigns:* Total Amount Pledged: \$ \_\_\_\_\_  
 Less: Paid to Date: \$ \_\_\_\_\_  
 Pledges Receivable: \$ \_\_\_\_\_  
 Due this year \$ \_\_\_\_\_  
 Due next year \$ \_\_\_\_\_  
 Due following year \$ \_\_\_\_\_  
 Due succeeding years \$ \_\_\_\_\_

Gifts and pledges were received from (Number) \_\_\_\_\_ members and friends

**ASSETS:** (as of \_\_\_\_\_)

Checking Account(s)                   \$ \_\_\_\_\_  
 Savings Accounts                       \$ \_\_\_\_\_  
 Certificates of Deposit               \$ \_\_\_\_\_  
 Cornerstone Fund                       \$ \_\_\_\_\_  
 Investments                               \$ \_\_\_\_\_  
 Real Estate                                \$ \_\_\_\_\_  
 Other                                        \$ \_\_\_\_\_  
                                               **Total**                                       \$ \_\_\_\_\_

Amount of Building Funds included in above: \$ \_\_\_\_\_

**LIABILITIES**

Lender	Original Amount \$	Balance \$	Monthly payment \$
<b>Total \$:</b>			

**Information on Pastor:**

Date called to this church: \_\_\_\_\_

Holds standing in \_\_\_\_\_ Association

Dual Standing with \_\_\_\_\_

Former congregations served:

Name of church and location	Dates
_____	_____
_____	_____
_____	_____
_____	_____







**CORPORATE RESOLUTION AND AUTHORIZED SIGNATURES**

(The following is an example of a resolution that must be approved at a duly called meeting of the congregation prior to apply for the loan.)

**THIS IS TO CERTIFY** that at a legally called meeting on the \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_, the following action was taken by a properly constituted body of our church organization:

- 1. That the officers aforesaid are hereby authorized and instructed to apply to Local Church Ministries Church Building & Loan Fund for a loan not to exceed \$\_\_\_\_\_. That any \_\_\_\_\_\* of the said officers are hereby authorized to take the proper steps legally to mortgage the entire property of the church to Local Church Ministries Church Building & Loan Fund and to agree to the amounts and dates required for the payment of the specified installments upon said loan, and said officers are hereby authorized to execute said mortgages in behalf of the church, and the church pledges itself to the prompt payments of the same.
  
- 2. That any \_\_\_\_\_\* of the following officers of this church (President, Moderator and/or Chair of Trustees or Equivalent, Treasurer, Secretary) be and hereby are authorized and instructed to secure plans for the building, raise all necessary funds and attend to all details involved in this building enterprise.

Authorized Signer	Title
Authorized Signer	Title
Authorized Signer	Title
Authorized Signer	Title

Signed:

\_\_\_\_\_  
(Church Clerk or Secretary)

Print Name: \_\_\_\_\_

\* The number of persons authorized to sign, as stated in the Church By-Laws.

**Certification of Church Officers**

We, the Pastor and duly elected officers of \_\_\_\_\_, certify that the foregoing loan application is the free act and deed of our congregation and that its submission to the Local Church Ministries Church Building & Loan Fund has been approved according to the constitution and bylaws of this congregation. We further certify that we fully support this application.

Pastor	Date
Moderator/President	Date
Treasurer	Date
Chair of Trustees or Building Committee Chair	Date

**Certification of Constitution, Bylaws and Officers**

I hereby certify that I am the duly qualified and acting Secretary/Clerk of a \_\_\_\_\_ corporation, and as such have custody of the books of said corporation; that the attached instruments entitled Constitution and Bylaws of \_\_\_\_\_ are, of this date, true, correct and complete copies of said instruments, including all amendments which are now in full force and effect. I further certify that the above listed officers are the duly elected and qualified officers of this corporation.

Clerk/Secretary	Date
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**Local Church Ministries Church Building & Loan Fund**

700 Prospect Avenue

Cleveland OH 44115

The undersigned certify that the information in this application and the supporting documents we submit herewith are factual and accurate.

\_\_\_\_\_  
(Pastor) \_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Moderator) \_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Treasurer) \_\_\_\_\_  
(Date)

\_\_\_\_\_  
Clerk or Secretary) \_\_\_\_\_  
(Date)

***Must be signed by all the above.***

(to be reproduced on Church's letterhead)

LETTER OF AGREEMENT  
OCWM BASIC SUPPORT

Date \_\_\_\_\_

Conference \_\_\_\_\_ and Local Church Ministries  
Church Building & Loan Fund

\_\_\_\_\_ of \_\_\_\_\_ agrees as a condition  
(Name of the church) (city and state)

of the loan hereby applied for that it will faithfully increase each year its ratio of OCWM Basic Support to Current Expenses to a minimum of 10%. It further agrees it will use its best efforts to increase the ratio by at least 1% per year until the goal of 10% is reached.

Our OCWM Basic Support pledge for this year is \$\_\_\_\_\_ and \$\_\_\_\_\_ has already been sent to the Conference Office. The balance of our pledge will be paid on or before December 31<sup>st</sup>.

We certify that this goal was acknowledged and accepted by the congregation at a meeting held on \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Pastor

\_\_\_\_\_  
President/Moderator

\_\_\_\_\_  
Treasurer

\_\_\_\_\_  
Clerk / Secretary

## ***DOCUMENTATION WHICH MUST ACCOMPANY A COMPLETED LOAN APPLICATION***

The following documents **MUST** be submitted with this application:

- Budget for Current Year and current YTD financials.
- Treasurer's Report for the three most recent years
- Current statements for all bank and investment accounts
- Photographs of any buildings
- Corporate Resolution (sample included)
- Constitution and Bylaws or Articles of Incorporation
- Letter of Agreement re: Our Church's Wider Mission Basic Support (OCWM)
- Certificate of Good Standing as Corporation from your Secretary of State
- Letter of support from the Conference Minister