



MISSION DEVELOPMENT CERTIFICATES AND LOAN PROGRAM

P.O. Box 423, Seahurst, WA 98062

Tel: 206.971.4603 or 866.211.8230

Email: Invest@mdcprogram.org

Loan Application

SECTION A: GENERAL INFORMATION

Corporate Name of Church (incorporation required): _____

Street Address: _____

City: _____ St: _____ Zip: _____ County: _____

Phone: _____ Fax: _____

Tax ID: _____ Church website: _____

Amount of Loan Needed: _____ Length of Loan Term: _____

Desired Closing Date: _____ Date Construction Begins: _____ Loan Proceeds Needed By: _____

Whom should we contact regarding questions on the application? _____

Title: _____ Preferred Daytime Phone: _____

Email: _____

PURPOSE OF LOAN (Please put an "X" by all that apply)

New Construction:

- Sanctuary
- Christian Ed Space
- Multi-Purpose Bldg
- Energy Efficiency
- Accessibility

Renovations Repairs

- Sanctuary
- Christian Ed Space
- Multi-Purpose Bldg
- Energy Efficiency
- Accessibility

Purchase:

- Existing Bldg
- Land/Site
- NCD Site

Refinance:

- Existing Mortgage
- Bond Issue
- Construction Loan

Other Purpose Of Loan: _____

CHURCH DEMOGRAPHICS

(Check all that apply)

- New Church Development (NCD) <10 years old
- Transformational/Redevelopment
- Rural/Small Town
- Suburban
- Urban
- Federated/Union Church

PREDOMINANT ETHNICITY OF MEMBERS

(For Statistical Purposes Only)

- African-American
- Caucasian
- Hispanic/Latino
- Korean-American
- Other Asian
- Middle Eastern
- Native American
- Multi-Cultural
- Other

To be completed by loan program staff.

Received: _____ Approved: _____ Closed: _____ Loan #: _____

PIN #: _____ Presbytery: _____ Synod: _____

CONTACT INFORMATION:

Congregation Representative: _____ Title: _____

Address: _____

City: _____ St: _____ Zip: _____

Phone: _____ Email: _____

Current Pastor: _____ At Church since: _____

Phone #: _____ Email: _____

How many head pastors have served this church (exclude interims and associates)? _____

Clerk of Session: _____ Preferred Phone#: _____

Email: _____

Applicant's Attorney: _____

Address: _____ City: _____ St: _____ Zip: _____

Phone #: _____ Fax #: _____ Email: _____

Whose name is on title to church property? (please check one) Church Presbytery

Will all the church property serve as collateral for loan? Yes No (Please explain on separate page)

Date of Charter: _____

Church Insurance Information

Agent's Name: _____ Agency: _____

Phone #: _____ Fax #: _____

Email: _____

Current replacement value coverage: _____ Current Liability coverage: _____

Estimated value of land: _____ Number of acres: _____

SECTION B: COMMUNITY DEMOGRAPHIC INFORMATION

Factors expected to contribute to the growth or decline of your parish/community's population and economy:

What is the economic base of your community (i.e. major employers that affect income of members)?

Approximate population of your city/community: _____

SECTION C: CHURCH STATISTICAL INFORMATION

If your church participates in the General Assembly’s Annual Statistical Report each year, the historical data for membership and average weekly attendance may be found on line at <http://church-trends.pcusa.org>. From this page you can find your congregation. On subsequent page you have an option to view statistical information about your church if it has been submitted.

	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
CHURCH MEMBERSHIP					
AVERAGE WEEKLY ATTENDANCE					

	<u>% under 45</u>	<u>% 45 to 65</u>	<u>% over 65</u>
APPROX. MEMBERSHIP BY AGE CATEGORIES:			

	<u>One Year</u>	<u>Three Years</u>	<u>Five Years</u>
EXPECTED MEMBERSHIP GROWTH:			

	<u>2 Years Ago</u>	<u>Last Year</u>	<u>Current Year</u>
PLEDGE INFORMATION (Operating Budget):			
Number of possible pledging units in church:			
Number that actually pledge:			

SECTION D: SOURCES OF REPAYMENT AND OTHER DEBT

Church Building Fund Campaign

- Total pledges to capital campaign: \$ _____ over _____ years. Number of pledges? _____
- Pledges will be paid over what period? From _____ To _____
(mm/yr) (mm/yr)
- Was your capital campaign directed by Church Financial Campaign Service? NO or YES
- If no, what campaign service was used? _____
 NO or YES
- Are future building fund campaigns planned? or
- If no. 5 was “YES”, what are the dates? From _____ To _____
(mm/yr) (mm/yr)
- In prior capital campaigns, what percent of money pledged was actually received? _____ %
- If you have not had a campaign recently, please check this box.

Projected New Loans to Fund This Project

Lender	Amount	Anticipated Interest Rate	Length of Loan	Monthly Payments (if known)
Totals:				

Current Mortgage Debt

Lender	Original Amount	Current Balance	Monthly Payment	Maturity Date	Interest Rate
Totals:					

SECTION E: SITE LOAN DATA (Fill in only if the loan request is for land or site purchase.)

Select One:

- New Church Development Site
- Relocation Site (attach explanation and supporting documents regarding disposition of existing property)
- Addition to current site

How will site be used? _____

Required Attachments (site loan only)

1. Soil test results for compaction and percolation.
2. Contract of Sale (if available).
3. Real estate closing documents (if purchase has been completed, forward closing statement, deed).
4. Architect evaluation of site development (if appropriate).
5. Proof of zoning compliance
6. Appraisal will be required before loan can be closed.

SECTION F: FINANCIAL PLAN - Project Costs & Sources of Funds

Ia. For Purchase of a Site or Existing Building

Purchase price of building/site	\$ _____	Appraised value	\$ _____
Amount of square footage in building:	\$ _____		
Number of acres or square footage of land:	\$ _____		

ATTACH COPY OF APPRAISAL

Ib. For Construction, Renovations or Repairs

Size:	_____ square feet	\$ _____	Cost per square foot	\$ _____
1. Construction contract price. (check one)	<input type="radio"/> Estimate	<input type="radio"/> Firm		1) \$ _____
2. Architect's fees				2) \$ _____
3. Furnishings, equipment, parking, payment and performance bonds, insurance, (10% of contract price suggested)				3) \$ _____
4. Contingencies (15% of construction contract price suggested)				4) \$ _____
5. Other anticipated expenses:	_____			5) \$ _____
6. TOTAL PROJECT COST: (SHOULD EQUAL "RESOURCES TO FUND PROJECT" LINE 13)				6) \$ _____

II. Resources to Fund Project

CHURCH'S CASH AND PLEDGE RESOURCES

1. Cash on hand from capital campaign pledges:	_____	1)	\$ _____
2. Cash on hand from other sources:	_____	2)	\$ _____
	a.) Specify source: _____		
3. Cash already expended on the project:	_____	3)	\$ _____
	a.) From capital campaign proceeds:	3a)	\$ _____
	b.) From other resources:	3b)	\$ _____
4. Additional funds from capital campaign to be spent during construction:	_____	4)	\$ _____

GIFTS AND GRANTS

5. Presbytery gifts and grants:	_____	5)	\$ _____
6. Synod gifts and grants:	_____	6)	\$ _____
7. Other gifts and grants:	_____	7)	\$ _____

LOANS OTHER THAN THIS REQUEST

8. Presbytery loan:	_____ years @	_____ % interest	\$ _____ mo/pmt	8)	\$ _____
9. Bank (commercial) mortgage:	_____	_____	\$ _____	9)	\$ _____
10. Other loans:	_____	_____	_____	10)	\$ _____

Specify lender: _____

11.	Total Resources (Total items 1 – 11):	11)	\$ _____
12.	Loan amount requested to complete the project:	12)	\$ _____
13.	GRAND TOTAL RESOURCES:		
	(LINE 12 + 13 SHOULD EQUAL PROJECT COST LINE 6)	13)	\$ _____

SECTION G: AUTHORIZATION

Church/Borrower

We, the undersigned, hereby certify that all statements made herein, are applicable to the organization for which we are signing and 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 Mission Development Certificate Program, if the loan is funded in whole or in part to use our name and loan information in the production of the Mission Development Certificate Program’s informational brochures and promotions, including but not limited to, interviews with the press and lists sent to the investors or potential investors.

We also agree to periodically place in the congregation (or governing body) newsletters, bulletin inserts and other communication vehicles material promoting the Mission Development Certificate Program that will include information provided by the Program.

Copy of application forwarded to presbytery (Required)

Date: _____

Typed or Printed Name and Title

Authorized Signature

Typed or Printed Name and Title

Clerk of Session or Authorized Signature

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 its 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

SECTION A: BORROWER WILL SUBMIT THESE ITEMS ALONG WITH 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 items to your completed loan application:

- Financial statements for last 3 years (balance sheet, income & expense) (signed by church treasurer/bookkeeper)
- List of church cash or liquid assets not disclosed in financial statements
- Operating statements for the current year
- Current year's annual budget
- Proposed budget (current year 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 construction contract when available (must have contract before closing)
- Mission Strategy Statement (MSS). Please prepare your MSS on separate paper and attaché to the application:
 1. Describe how this proposed building project or site purchase fits 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. Describe briefly the nature/scope of the proposed building project or site purchase; how will the proposed building facilitate the implementation of the congregation's mission goals and objectives?
 4. How will the design of this proposed building project respond to the needs of the persons with disabilities? How will the proposed building respond to the need for improved stewardship of the earth's natural resources and to the need for more efficient use of energy?

SECTION B: MDC WILL PREPARE THESE ITEMS AFTER LOAN APPROVAL:

- Commitment Letter (borrower signature required after approval)
- Title Commitment
- Mortgage/Deed of Trust
- Promissory Note
- Presbytery Guaranty Agreement

SECTION C: BORROWER WILL PREPARE AND RETURN THESE ITEMS AFTER LOAN APPROVAL:

- Copy of church Bylaws with certification
- Copy of Articles of Incorporation with certification
- State Certificate of Corporate Good Standing/Certificate of Existence
- Payment and Performance bonds (*if construction loan*)
- Evidence of zoning compliance
- Evidence of liability and fire insurance coverage (*naming the lender as additional insured, loss payee & mortgagee*)
- Builder's risk insurance (*if applicable*)
- Property survey (*if required to lift exceptions to title insurance*)
- Environmental Assessment Checklist or Phase I Environmental Audit
- Congregation and corporation approval resolutions. (*certified by Clerk*)
- If PCUSA, Presbytery approval resolutions. (*certified by Clerk*)
- Affidavit and Certificate of Incumbency (*form provided*)
- Certificate of Occupancy
- Other

PLEASE RETURN THIS APPLICATION ALONG WITH ALL REQUESTED DOCUMENTS TO:

Mission Development Certificate Program ♦ P.O. Box 423 ♦ Seahurst, WA 98062

Dean Mielke, Executive Director, (206) 971-4603 Ext. 3, dmielke@mdcprogram.org