

LOAN APPLICATION

CHURCH NAME _____
 ADDRESS _____
 ADDRESS 2 _____
 PHONE _____
 FAX _____

PASTOR _____
 DISTRICT SUPERINTENDENT _____
 DISTRICT _____
 COUNTY _____
 E-MAIL _____

Please provide the names of the following officers:

<u>NAME</u>	<u>TITLE</u>
_____	Chairperson, Board of Trustees
_____	Vice Chairperson, Board of Trustees
_____	Chairperson, Administrative Board (Church Council)
_____	Secretary, Administrative Board (Church Council)
_____	Chairperson, Finance Committee

Year church was organized: _____ Present Membership: _____
 Average worship attendance: _____ Number of contributing households _____
 Is the church incorporated: Yes _____ No _____

PROJECT DESCRIPTION:

Describe the project being proposed: _____

Anticipated completion date: _____

Amount of Loan: \$ _____

Date the Church will need the loan to be funded: _____

Total of this year's pledge campaign: \$ _____

Has the church conducted a capital fund campaign? Yes _____ No _____
 Amount Committed (Pledged): \$ _____ Term of Pledges: _____

Estimated Cost of the total project (including all fees) \$ _____

SOURCES OF FUNDING FOR THE PROJECT:	
Cash available for project	\$ _____
Pledges payable before construction starts	\$ _____
Pledges payable during construction	\$ _____
Other funds available before completion date (Source: _____)	\$ _____
Loan Amount requested from: Heartspring Methodist Foundation	\$ _____

FINANCIAL INFORMATION

Has the Church paid all of its apportionments for the last five (5) years? _____
 If not, please explain. _____

PRESENT CHURCH INDEBTEDNESS:				
Properties Owned	Property Value	Loan Balance	Monthly Payment	Date Final Payment Due
Church site	_____	_____	_____	_____
Church building	_____	_____	_____	_____
Parsonage	_____	_____	_____	_____
Other Real Estate	_____	_____	_____	_____
Other Assets	_____	_____	_____	_____
TOTAL				

Will any church loan be refinanced as a part of this transaction: Yes ___ No ___ Amount \$ _____

Does the church have any outstanding bond issues? _____

Is an appraisal available on any of the properties owned by the Church: Yes _____ No _____

LOAN PROCESSING:

AUTHORIZED CONTACT PERSON: Person who should receive all correspondence regarding the loan application. (Please Print.)

Name: _____ Title: _____

Address: _____

Telephone: _____ Fax: _____

Email: _____

ATTACH A COPY OF THE FOLLOWING DOCUMENTATION:

- 1. Prior two years Annual Report of Trustees to the Church/Charge Conference.
- 2. Prior two years Annual Conference Statistical Report.
- 3. The church's Balance Sheet and Statement of Operations (Income and Expenses) for the prior two years and current year-to-date.
- 4. Current annual budget.
- 5. Articles of Incorporation and Bylaws
- 6. Church property: Legal description of church owned property. (Include a copy of survey and title policy, if available).
- 7. Copy of architectural renderings, site plans, and/or preliminary building plans.
- 8. Copy of construction contracts, estimates, and bids.
- 9. Copy of Contract of Sale (if funds are to be used for property acquisition).

Signatures:

PERSON PREPARING APPLICATION _____ DATE _____

PASTOR _____ DATE _____

RETURN COMPLETED APPLICATION AND ATTACHMENTS TO: Cheryl Westbrook
Heartspring Methodist Foundation
1511 Judson Road, Suite A
Longview, TX 75601
Phone: 903-753-8305
Email: cwestbrook@heartspringmethodist.org

CERTIFICATE OF CHARGE CONFERENCE ACTION

The undersigned certifies that at a meeting duly called the Charge Conference of _____ Church, located in _____, Texas, met on _____, 20____, and by majority vote of its members present and voting, and of all members of the church then present and voting, the following resolutions were adopted:

RESOLVED, that the Board of Trustees of _____ Church in its name are authorized and directed to borrow money from an agency of The United Methodist Church not to exceed the amount of \$_____ for the purpose of _____ and to secure repayment of the same by mortgage or deed of trust lien upon property of the church legally described as follows (if legal description is too lengthy, attach and refer to as "Exhibit I").

RESOLVED, further, that the Board of Trustees through its proper officers is authorized and directed to accomplish said loan and to execute in the name of the church applications, notes, deeds of trust, and other instruments in writing upon terms and conditions in accordance with law and the Discipline of The United Methodist Church as they may determine necessary and proper to give effect to the intent and purpose of these resolutions.

RECORDING SECRETARY

SIGNATURES OF TRUSTEES:

The undersigned as the Board of Trustees of _____ Church request that a loan be granted in the amount of \$_____ and certify to the accuracy of the facts stated above.

<p>_____ <i>PRINTED</i> NAME: _____</p>	<p>_____ <i>PRINTED</i> NAME: _____</p>	<p>_____ <i>PRINTED</i> NAME: _____</p>
<p>_____ <i>PRINTED</i> NAME: _____</p>	<p>_____ <i>PRINTED</i> NAME: _____</p>	<p>_____ <i>PRINTED</i> NAME: _____</p>
<p>_____ <i>PRINTED</i> NAME: _____</p>	<p>_____ <i>PRINTED</i> NAME: _____</p>	<p>_____ <i>PRINTED</i> NAME: _____</p>

CERTIFICATION BY PASTOR AND DISTRICT SUPERINTENDENT

Each of the undersigned certifies that s/he has determined upon due investigation that the action taken on behalf of _____ Church meets the requirements of the Book of Discipline of The United Methodist Church; that such approval as required of the District Board of Church Location and Building has been given; and that s/he has recommended this Loan Application be granted in the amount shown below.

Signed _____
Pastor:

Signed _____
District Superintendent:

District, Texas Annual Conference

Address: _____

Address: _____

Amount recommended: _____

Amount recommended: _____