

5. HOUSES OF WORSHIP REVOLVING FUND LOAN APPLICATION (SAMPLE)

Complete the information below and send one original to the appropriate Mission Center officers and one original to:

Penny L. Edwards, Paralegal
Legal Services/Community of Christ
1001 W. Walnut
Independence, MO 64050

Submitting this loan application will initiate the loan process. All legislative and administrative approvals must be received in Legal Services prior to final approval of the loan application. Please refer to Section II, Approval Process for Building Program of the Procedures & Guidelines for Building Program.

This document may be printed then mailed, or filled out as a worksheet and attached to an e-mail to pedwards@cofchrist.org.

IDENTIFICATION

Congregation/Campground: _____
Mission Center: _____

PURPOSE/INTENT, NEED AND PLAN FOR MINISTRY FOR THE BUILDING PROJECT (mission, vision, program):

PROJECT DESCRIPTION (total square footage, breakdown of rooms, sizes of rooms, etc., copy of Preliminary Building Plans)

ESTIMATED COST OF PROJECT

Purchase price (vacant land or building) _____
Contract Price if other than purchase _____
Architect's Design Fees _____
Permits/Other Fees _____
Materials for work completed by volunteers _____
OTHER costs that may not be in contract:
 Landscaping _____
 Parking Lot paving _____
 Signage _____
 Furnace/Air Conditioner _____
 Furnishings _____
 Audio Equipment _____
 Pews/appliances _____
 Window coverings _____
 Organ/Piano _____

TOTAL PROJECT COST \$ _____

(NOTE: Congregation must have 1/3 of the total project cost available as cash on hand.)

RESOURCES AVAILABLE - CASH ON HAND

Savings/Checking _____
Affiliate Pool Account # _____
Affiliate Pool Account # _____

TOTAL RESOURCES AVAILABLE \$ _____

SPECIAL COMMENTS regarding cash on hand:

HOUSES OF WORSHIP LOAN

Amount of funds requested \$ _____

ESTIMATED EFFECT OF PROJECT ON BUDGET

Annual increase (decrease) in utilities _____
Annual increase (decrease) in insurance _____
Annual increase (decrease) in maintenance _____
Other increases _____
*Repayment to HWRF Loan (monthly) _____

PROJECTED INCREASE IN BUDGET \$ _____

*(Contact Legal Services to obtain estimated monthly payment for HWRF loan.)

PRELIMINARY FINANCIAL INFORMATION FOR LAST FIVE (5) YEARS

TOTAL ENROLLMENT _____ ACTIVE FAMILIES _____
AVERAGE ATTENDANCE _____ CONTRIBUTING WAGE EARNERS _____

CONTRIBUTIONS/INCOME:

	2003	2004	2005	2006	2007
Operating Fund:	_____	_____	_____	_____	_____
Building Fund:	_____	_____	_____	_____	_____
TOTALS:	_____	_____	_____	_____	_____

CAPITAL CAMPAIGN INFORMATION:

Length of Campaign: _____
Families Contacted: _____ Families Committed: _____
Amount to be received prior to construction/purchase: \$ _____
Amount to be received during campaign: \$ _____

Loan Application Dated: _____
Loan Application prepared by: _____ (Print)
_____ (Signature)
_____ (Title)

MISSION CENTER APPROVAL:

Mission Center: _____
Approved by Mission Center President: _____
Date Approved: _____
Approved by Mission Center Financial Officer: _____
Date Approved: _____