

HOUSES OF WORSHIP REVOLVING FUND LOAN APPLICATION

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

Fiscal Services
Community of Christ
1001 W. Walnut
Independence, MO 64050
fiscalservices@cofchrist.org

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. Approvals to be included with loan application:

- Congregation Business meeting minutes approving the project, project cost and loan.
- Presiding Officer and Congregational Financial Officer approval.
- Mission Center officers' approval.

Projects and/or loans \$100,000.00 and over require approval from the Apostle and Bishop over the area.

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/Campground/Mission Center must have 1/3 of the total project cost available as cash on hand, over and above its operating budget. This 1/3 shall be used prior to the Congregation requesting a draw on the loan.)

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 FOR LAST FIVE (5) YEARS:

	20__	20__	20__	20__	20__
Operating Fund:					
Building Fund:					
TOTALS:					

CAPITAL CAMPAIGN INFORMATION (if applicable):

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

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

APPROVALS*:

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

*Email verification in lieu of execution of this document will suffice.