

Intermountain District
Church Properties Board

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**REQUEST FOR APPROVAL TO
SELL CHURCH PROPERTY**

(PB-4)

Submitted to Church Properties Board by

CHURCH NAME

DATE REQUEST SUBMITTED

PURPOSE AND FUNCTION

The Intermountain District exists to:

- Glorify God and lift up the name of Jesus Christ
- Serve and support pastoral leadership and local church ministries
- Bring to closure the Great Commission with proper strategies and equipping to complete the mandate

The District Church Properties Board (CPB) is composed of the District Superintendent plus six (6) members, all of whom have experience in one or more of the areas involved in building, real estate, zoning, finance, and churches. Current board members are listed in the Intermountain District Journal.

The **CPB** seeks to assist local churches with the following processes:

1. Purchase, exchange, and/or sale of real property
2. Development of plans for erection of church buildings or church-related buildings, including parsonages
3. Major remodeling of churches or church-related buildings
4. Consideration of indebtedness involving any church-related property and/or buildings

INSTRUCTIONS

The following form and related information make up the material for this proposal to sell church property. Thorough completion of this form is not only essential in seeking approval of the **CPB**, but it also serves as a resource to the applying church. Be sure to read these instructions before filling out this application.

1. Approval of the Church Board must precede submittal of this application.
2. Compliance with the provisions of the current *Manual* of the Church of the Nazarene is required.
3. Send completed application to the **CPB**. Be sure to include the following:
 - Copy of appraisal
 - Copy of purchase offer
4. The request will be reviewed by the District Church Properties Board (**CPB**) and written notification of its action will be sent to the church. The church may then proceed with the vote of the membership to sell.
5. The District Superintendent may then complete the form by affixing his signature of approval. The form will then be returned to the church. The approval of the District Superintendent is required to finalize the sale. The pastor and trustees may then arrange for the final settlement.
6. It is recommended that the local church secure the counsel of an attorney throughout these negotiations with the buyer.

Excerpts from the *Manual*
DISTRICT CHURCH PROPERTIES BOARD

103. Property. The local church considering the purchase of real estate, the erection of churches or church-related buildings, a major remodeling of either, or leasing real property for any reason, shall submit its proposal to the district superintendent and the District Church Properties Board for their consideration, advise, and approval. No indebtedness, whether involving a mortgage or not, shall be incurred in the purchase of real estate or the erection of buildings or a major remodeling of either, without the written approval of the district superintendent and the District Church Properties Board.

103.1. In case agreement cannot be reached between the church board and the district superintendent and the District church Properties Board, the issue may be submitted to the general superintendent having jurisdiction, for a decision. Either the church or the district superintendent may appeal such decision to the Board of General Superintendents for a final decision. All such appeals, rebuttals of appeals, or arguments pertaining thereto, whether to the general superintendent in jurisdiction or the Board of General Superintendents, shall be in writing. A copy of the appeal, rebuttals of appeals, or arguments pertaining thereto by either the church board or the district superintendent shall be sent to the other party involved. The minute record of a church board appeal shall include the appeal resolution, arguments sustaining it, and the record of the vote taken.

104. Restrictions. The local church may not purchase real estate, nor sell, mortgage, exchange, or otherwise dispose of real estate except by two-thirds vote of the members present at an annual meeting, or at a special meeting duly called for that purpose, and except upon the written approval of the district superintendent and the District Church Properties Board.

104.1. The real estate of the local church shall not be mortgaged to meet current expenses.

104.2. Trustees and/or a local church may not divert property from the use of the Church of the Nazarene.

236. The District Church Properties Board shall be composed of the district superintendent ex-officio and no fewer than two assigned ministers and two lay members. Members may be elected by the district assembly to serve for a term of four years or until their successors are elected and qualified. The District Advisory Board may serve as the District Church Properties Board upon favorable vote of the district assembly.

237. The duties of the District Church Properties Board are:

237.1. To advance the cause of constructing church-related buildings within the bounds of the assembly district, in cooperation with the District Advisory Board.

237.2. To verify and conserve the titles to local church property.

237.3. To consider propositions submitted by local churches relating to the purchase of real estate or the erection of church buildings or parsonages, and to advise them concerning the propositions submitted. (103-104)

237.4. To approve or disapprove, in conjunction with the district superintendent, propositions submitted by local churches relative to church building plans and the incurring of indebtedness in the purchase of real estate or the erection of buildings. The Church Properties Board shall normally approve a request to increase indebtedness subject to the following guidelines:

1. The local church requesting approval to increase indebtedness paid all financial apportionments in full for the two years preceding the request.
2. The amount of total indebtedness will not exceed three times the average of the amount raised for all purposes in each of the preceding three years.
3. The details of the planned remodeling or construction shall have been approved by the Church Properties Board.
4. The amount of indebtedness and the terms of payments will not jeopardize the spiritual life of the church.

The Church Properties Board may approve requests that do not meet these guidelines only with the approval of the district superintendent and the District Advisory Board. (103-104)

237.5. To do whatever else the district assembly may direct regarding the matter of local church property.

907. Debt. No entity may collateralize charitable pledges for the purpose of underwriting debt. (2017)

Name of Church _____

Description of property you wish to sell: (type of building, use of building, size, material, land size, etc.).

Reasons for wanting to sell:

Provisions for replacement of these facilities:

Appraisal: (attach copy by professional appraiser)

A. Name of appraiser: _____

B. Appraised market value: _____

Attorney: (counsel of a competent attorney is recommended)

A. Who is your attorney?

B. Give his/her address.

Costs:

A. What is your selling price? _____ \$ _____

B. Do you have a bona fide purchase offer? If so, attach copy. Yes No

C. What is the outstanding indebtedness against this property? _____

D. Will the property be sold through a real estate agency? _____ Yes _____ No

E. What commission will the church pay?

F. What will be the total of other selling costs?

G. What will the net proceeds to the church be?

APPROVAL FORM

Church Board

Please record the Church Board's vote for recommending this sale to the church membership.

Name of Church: _____

Date of Board vote: _____

Number of ballots cast: _____ Yes _____ No

Signature of Church Secretary: _____

Signature of Pastor: _____

District Church Properties Board

Approval is hereby given to sell said real estate, subject to the following conditions:

Signature of CPB Chairman _____

Dated:

Church Membership

Date of membership vote:

Number of ballots cast: _____ Yes _____ No

Signature of Church Secretary: _____

Signature of Pastor: _____

FINAL Approval

Final approval for the above sale is hereby given.

Signature of District Superintendent: _____

Dated: