

**REQUEST TO BUY, SELL, ENCUMBER OR LEASE CHURCH PROPERTY  
PRESBYTERY OF NORTH CENTRAL IOWA**

The constitution of the Presbyterian Church (U.S.A.) states: "A congregation shall not sell, mortgage, or otherwise encumber any of its real property . . . without the written permission of the presbytery transmitted through the session of the congregation." (G-4.0206(a)) "All property held by or for a congregation . . . is held in trust nevertheless for the use and benefit of the Presbyterian Church (U.S.A.)." (G-4.0203) It is possible for a corporation to empower its trustees to make a final decision on its behalf.

1. Name of Church\_\_\_\_\_

Address\_\_\_\_\_

Title Holder (Exact Name of Corporation)\_\_\_\_\_

\_\_\_\_\_

Pastor\_\_\_\_\_ Telephone\_\_\_\_\_

Clerk of Session\_\_\_\_\_ Telephone\_\_\_\_\_

Address\_\_\_\_\_

Trustee Contact\_\_\_\_\_ Telephone\_\_\_\_\_

2. This is a request to: sell\_\_\_\_, mortgage\_\_\_\_, encumber\_\_\_\_, lease\_\_\_\_ property owned by this church, or to purchase property\_\_\_\_\_.
3. Please give address and legal description of the property involved and the request:
4. What circumstances led to this request?
5. How will this action expand or make more effective the ministry and mission of this church?
6. What will be done with any receipts and proceeds (if sale or borrowing is involved)?
7. What is the projected total cost of the project?
8. What is the total amount the church intends to borrow?
9. Has the church investigated the terms available, such as rate of interest and term of repayment?  
If so, what are they?
10. Please enclosed a copy of the congregation's annual budget and a financial report for the past full year (income, expenses and balance sheet) indicating ability to repay the projected loan or pay for the property.

11. In the case of request to buy or sell property:

- A. What is the appraised value of this property?
- B. What is the valuation for tax purposes?
- C. What is the market value range for similar property?
- D. Please attach a copy of the sale agreement if there is one.

12. This request of the Presbytery on behalf of the congregation is:

Submitted by session action on \_\_\_\_\_ and follows the church Corporation approval voted on \_\_\_\_\_.

Date \_\_\_\_\_ Clerk of Session \_\_\_\_\_

Request should be submitted to: Presbytery of North Central Iowa  
Lakeshore Center at Okoboji  
1864 Hwy. 86  
Milford, IA 51351

For information you may contact: Stewardship and Finance Committee  
c/o Presbytery of North Central Iowa  
Lakeshore Center at Okoboji  
1864 Hwy. 86  
Milford, IA 51351  
Phone: 319-233-1747  
E-Mail: [northiowapresby@gmail.com](mailto:northiowapresby@gmail.com)

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Record of Action:

Date Received in Presbytery Office \_\_\_\_\_

Committee Review \_\_\_\_\_

\_\_\_\_\_

Recommendation \_\_\_\_\_

\_\_\_\_\_

Presbytery/Presbytery Council Action \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

Action Reported to Church \_\_\_\_\_ Date \_\_\_\_\_