

# BOARD OF MISSIONS, INCORPORATED

E-Mail: [peacebuilding@nccumc.org](mailto:peacebuilding@nccumc.org) or [kduncan@nccumc.org](mailto:kduncan@nccumc.org)

700 Waterfield Ridge Place, Garner, NC 27529

Rev. Rhonda Grant Jordan  
*Executive Secretary*

Rev. William E. Sabiston  
*President*

## Application for 10/15 Year Loans

Name of Church: \_\_\_\_\_

District: \_\_\_\_\_ County: \_\_\_\_\_

Physical Address: \_\_\_\_\_

\_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

\_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Amount of loan requested: \$ \_\_\_\_\_ Date funds to be needed: \_\_\_\_\_

Purpose for which loan will be used (if building project, please describe in detail):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Present status of project: \_\_\_\_\_

\_\_\_\_\_

Total Cost of Project: \$ \_\_\_\_\_ Cash on hand for project: \$ \_\_\_\_\_

Total amount pledged for project: \$ \_\_\_\_\_

If eligible for Duke Endowment Grant, amount of grant anticipated: \$ \_\_\_\_\_

Other resources to be applied to the cost of the project: \$ \_\_\_\_\_

Loan Payment Option: Monthly: \_\_\_\_\_ Semi-Annually: \_\_\_\_\_ Annually: \_\_\_\_\_

10-Year Loan \_\_\_\_\_ 15-Year Loan \_\_\_\_\_

**LOCAL CHURCH INFORMATION:**

Average Worship Attendance: \_\_\_\_\_ Current Official Membership: \_\_\_\_\_

Number of resident family units in local church:  
\_\_\_\_\_

Amount of current annual church budget: \_\_\_\_\_

Amount of indebtedness (liens, mortgages, promissory notes, etc.):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DEBT LIMIT GUIDELINES**

**A Fifteen-Year Loan is the maximum permitted by the charter of the Board of Missions, Inc.**

***CRITERIA:***

1. Total annual debt retirement costs (church buildings and parsonages) must not account for more than one third of the local church's annual operating budget.
2. The maximum indebtedness should not exceed the "norm" a church may borrow. To calculate your church's norm add the following sums and divide by 2:

Number of Resident Church Families (giving units) _____	x \$500 = \$ _____
Total Current Church Budget \$ _____	x 4 = \$ _____
	Total \$ _____
	Divide by 2 = \$ _____

3. Some churches have a proven ability to pay down principal and or interest on a loan due to special projects and fund raisers over an extended period of time. Examples of this have been annual bazaars or harvest festivals, booths at the State Fair, special day offerings, or annual income from trusts and endowed funds. Such congregations might borrow amounts to be repaid in annual installments by pledging the proceeds from such special projects over the lifetime of the loan.
4. Total indebtedness should not exceed 2 1/2 times the total current member giving for all purposes.

It has been proven that churches that have half the necessary funds on hand before beginning a project have an easier time not only paying loans but continuing vital mission work. A congregation should **NEVER** base annual debt costs on projected future membership growth or projected annual budget increases.

Pledge campaigns for debt retirement have historically proven to be most successful when carried out over a three year period. A well conducted campaign ought to be able to produce two times the local church's current annual budget.

**TITLE CERTIFICATION:**

Legal Description (Surveyor's report) of property to be purchased or built upon:

I, (print name) \_\_\_\_\_, hereby certify that the  
title of the  
property is recorded in \_\_\_\_\_ County, in deed book number \_\_\_\_\_  
on page number(s) \_\_\_\_\_.  
Signature: \_\_\_\_\_ Date \_\_\_\_\_



**CERTIFICATION BY CHARGE CONFERENCE, PASTOR, DISTRICT SUPERINTENDENT AND LOCAL CHURCH TRUSTEES**

The following signatures certify that the Charge Conference, Pastor, District Superintendent, and Trustees approve this application for a loan with The Board of Missions, Incorporated, of The North Carolina Conference of the United Methodist Church.

Signature of Charge Conference Secretary: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Pastor: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of District Superintendent: \_\_\_\_\_

Date: \_\_\_\_\_

Names and Signatures of Local Church Trustees:

Name (print)	Signature	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

*Please return completed application to:  
Board of Missions, Incorporated  
700 Waterfield Ridge Place  
Garner, NC 27529*