

**OREGON PACIFIC DISTRICT CHURCH OF THE NAZARENE**  
**CHURCH PROPERTIES COMMITTEE**  
**POLICY AND PROCEDURE REGARDING PROPERTY AND FINANCING**

The District Advisory Board (DAB) Church Properties Committee desires to be of assistance to our pastors and churches. We want to help our churches to build adequately and wisely for the future as well as for the present. We are ready to offer our services. Manual provisions include written approval of the district superintendent and the Board of Church Properties (DAB) prior to any local church incurring indebtedness, refinancing, purchasing real estate, selling real estate, erecting buildings, or entering into a structural remodeling program.

**POLICY**

All pastors and/or church boards shall follow the current CHURCH OF THE NAZARENE MANUAL in regard to purchase of real estate, construction of new buildings, and financing.

No commitments shall be made by the local church for construction or financing until final written approval has been given.

**PROCEDURE**

STEP 1. The pastor should confer with the district superintendent before any proposed plans regarding property and financing are submitted to the church board.

STEP 2. When the church board has agreed on a proposed plan, a preliminary statement with applicable forms, supporting documents, and drawings or sketches is to be submitted to the Church Properties Committee for review. These forms can be received by contacting the district office.

STEP 3. THE PASTOR'S REPORT FORM on the following page shall accompany all applications.

STEP 4. When final plans are completed, application for approval is to be presented to the district superintendent and also to the Board of Church Properties (DAB) (Form F).

STEP 5. If the church proposes to finance the project by means of a loan or bond program, application for approval of financing (Form B) must be submitted to the Board of Church Properties.

All necessary forms are enclosed. If you need others, they may be secured by contacting the district office.

The above steps are to be taken by any local church prior to incurring indebtedness, purchasing real estate, selling real estate, erecting buildings or entering into a structural remodeling program. If there is any question regarding procedure or use of forms please contact the chairman of the Board of Church Properties via the district office for clarification.

What follows is a Policy and Procedure page, a pastor's report form and 6 application forms for you to use relative to various applications by the local church seeking approval from the Oregon Pacific District Church of the Nazarene to buy or sell real estate, erect or structurally remodel buildings, or to incur debt.

The District Board of Church Properties is charged by Manual of the Church of the Nazarene to consider propositions presented by local churches as listed above and to approve or deny them. It is the desire of the Board to be supportive and to advance such causes.

To assist the local church the following application forms are available for your use and convenience. Please use the appropriate form(s) in addition to this pastor report submission.

- Approval of Building Plans
- Approval of Financing
- Approval to Sell Church Property
- Approval to Purchase Land
- Approval to Purchase Buildings

All applications receiving approval must be submitted to the church membership for approval prior to proceeding with the project. Results of that vote shall be forwarded to the district superintendent.

Please use these forms. No application can be considered unless accompanied by a properly documented form.

Please allow time for the Board to function. It will normally be 45 days before an application can be processed and disposition obtained.

**PASTOR'S REPORT FORM**  
**DISTRICT BOARD OF CHURCH PROPERTIES**  
**OREGON PACIFIC DISTRICT CHURCH OF THE NAZARENE**

1. Today's Date \_\_\_\_\_

2. Local Church \_\_\_\_\_

3. Pastor \_\_\_\_\_

4. Status of project in local church (check appropriate places):

- A. \_\_\_\_\_ under consideration by pastor only
- B. \_\_\_\_\_ under consideration by church board (or committee)
- C. \_\_\_\_\_ generally unknown to congregation
- D. \_\_\_\_\_ generally known to congregation

5. Pastor background information:

- A. How long have you been at this church? \_\_\_\_\_
- B. How long did you serve your previous church? \_\_\_\_\_
- C. Date of most recent pastoral review. \_\_\_\_\_
- D. Date for next pastoral review. \_\_\_\_\_
- E. Will you accept a positive pastoral review to serve this church, if such is given, as part of this project? \_\_\_\_\_

6. Local Church Historical and Statistical Information:

- A. Date the church was organized \_\_\_\_\_
- B. Church membership  
1 year ago \_\_\_\_\_  
Present \_\_\_\_\_
- C. Average Sunday School/Small Group att.  
5 years ago \_\_\_\_\_  
Present \_\_\_\_\_
- D. Average weekend service attendance  
Last year \_\_\_\_\_  
To date this year \_\_\_\_\_

7. Local Church Finance

- A. Total raised five years ago \$ \_\_\_\_\_
- B. Total raised last year \$ \_\_\_\_\_
- C. Total of all present indebtedness \$ \_\_\_\_\_
- Breakdown of above figure:
- Lending institutions \$ \_\_\_\_\_
- Bonds \$ \_\_\_\_\_
- Individual Notes \$ \_\_\_\_\_
- Other \$ \_\_\_\_\_
- D. Are all local operational bills current? \_\_\_\_\_
- E. Are all District Budgets paid to date? \_\_\_\_\_
- F. Are all General Budgets paid to date? \_\_\_\_\_
- G. Budgeted for pastor's salary this year. \$ \_\_\_\_\_
- H. When was the last pastor's salary increase given? \_\_\_\_\_
- Amount of increase? \$ \_\_\_\_\_

8. Local Church Property Information

- A. Does the church own parsonage property? \_\_\_\_\_
- Value? \$ \_\_\_\_\_
- Indebtedness? \$ \_\_\_\_\_
- B. Amount of land in present church site? \_\_\_\_\_
- C. Present building space square footage:
- For Sunday School \_\_\_\_\_
- Sanctuary \_\_\_\_\_
- Total \_\_\_\_\_
- D. Present number of on-site parking spaces \_\_\_\_\_
- E. Present number of off-site parking spaces available \_\_\_\_\_
- Source \_\_\_\_\_
- F. Availability of adjoining property \_\_\_\_\_

9. Community and Surrounding Area Information

A. Population statistics of your city/area:

Five years ago

\_\_\_\_\_

Present

\_\_\_\_\_

Projected five years from now

\_\_\_\_\_

B. Distance to nearest Nazarene Church

\_\_\_\_\_

C. Number of other churches within two mile radius

\_\_\_\_\_

\_\_\_\_\_

D. Percentage of your church constituents living within:

One mile

\_\_\_\_\_

One to three miles

\_\_\_\_\_

Three to five miles

\_\_\_\_\_

Over five miles

\_\_\_\_\_

10. Attach, in summary form, your present proposal. If possible, include site plan, building plans, etc. Define status of project with reference to local building code requirements.

11. Attach the following:

A. Current month's Financial Statement

B. Previous assembly year's Balance Sheet (be sure all assets and liabilities are listed).

C. Projection of source for anticipated funding requirements and repayment procedure.

Signed \_\_\_\_\_  
(Pastor)