

**CRITERIA FOR CONSIDERATION OF A PROPOSAL BY A
LOCAL CONGREGATION REGARDING:**

1. The purchase, expansion, major* renovation or sale of their real property.
2.
 - a. The borrowing of money.
 - b. The expenditure of the principle sum of endowments or bequests.

RATIONALE: A presbytery is legally responsible for the financial transactions of its member congregations. Therefore, the following information is requested in order to implement Standing Rules 5.025 and 5.026 of the Presbytery of Geneva.

INFORMATION NEEDED

1. The specific nature of the proposal.
2. Reason for the proposal being made at this time.
3. Why this proposal is important in view of the needs of the whole Church (local, national, etc.).
4. If this proposal is for a new church building or major renovation to existing church buildings, what consideration has been made in the plans for the needs of handicapped members of the congregation and community, in order that all may participate in our fellowship? This is now required by state and federal regulations.
5. Please include detailed copies of your current operating and mission budgets.
6. Specific plans for financing the project, including identification of the lending institution (if utilized) and the negotiated anticipated interest rate.
7. If purchase or sale of real estate is involved, the legal description of the property.
8. If bequests or memorials are to be utilized in funding the project, have any stipulations made by the donor at the time of creating said bequest/memorial been honored?
9. Date of the Session meeting approving the action.
10. Date of the Congregational Meeting approving the action (if required).
11. Date of the Corporation Meeting approving the action (if required).

*Standing Rule 5.026, Presbytery had defined "major" as exceeding 25% of the previous year's operating budget.

Strategy Check List for Buying or Selling Property

Check off items as completed.

(Note: Items below are not in any particular order, but all must be completed before closing.)

- As soon as you consider the possibility of buying or selling property let the Strategy Committee know.
- Approval of the Strategy Committee and the Presbytery is required for all buying and selling of property by the church.
- For all property purchases and sales, churches must submit the following to Strategy.
- Independent appraisal of property value by qualified appraiser
- Legal description of property
- Purchase or sale price (in latter case, if less than appraised value, Strategy will want to know why)
- If purchasing, where funds are coming from; if selling what will be done with funds received (both situations require Strategy/Presbytery approval)
- Reasons for purchase or sale
- Are there any conditions inherent in the property being bought or sold? If so, Strategy must be informed of them.
- Remember, the congregation at a regularly-called congregational meeting must approve all purchases or sales of church property.
- Under New York State law, before a purchase or sale is finalized, (before closing), the church (and attorney handling the transaction) must have a statement to this effect from the Stated Clerk of Presbytery.