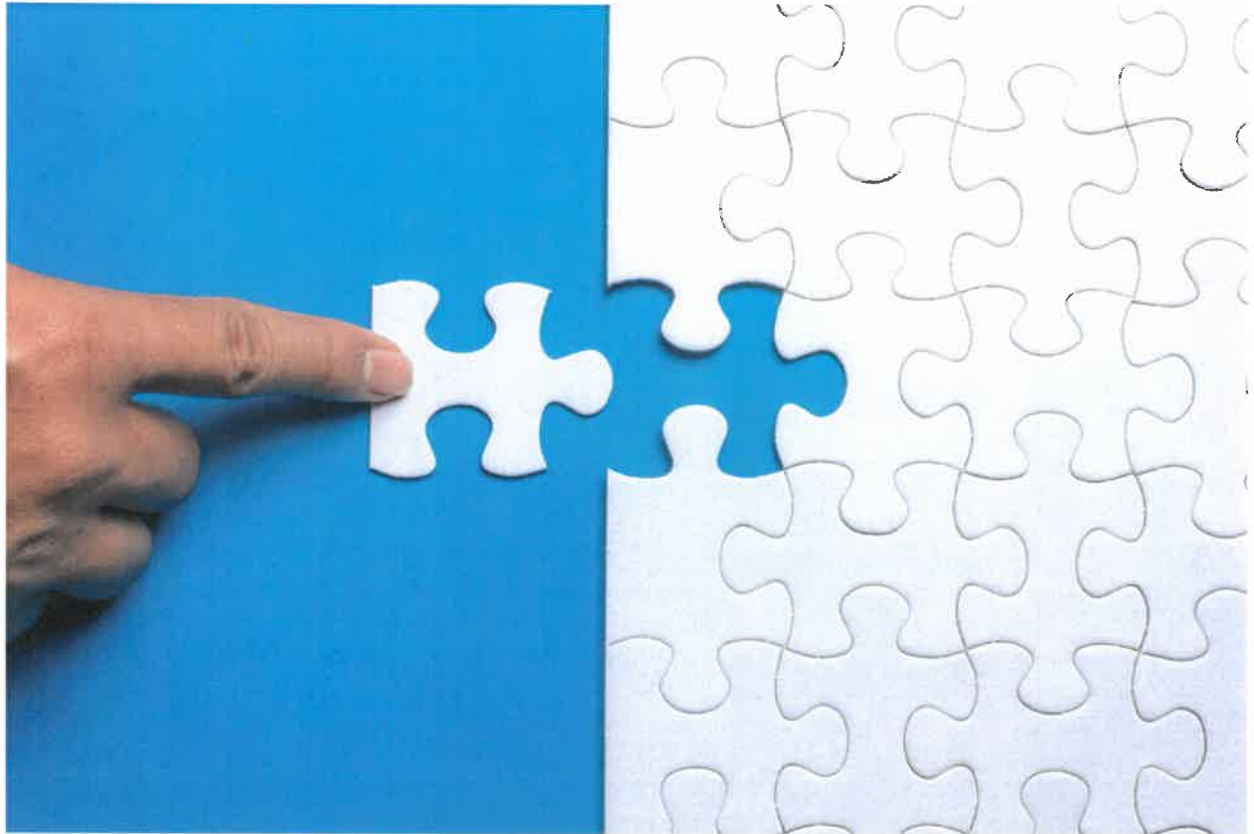


# **FLORIDA DISTRICT CHURCH OF THE NAZARENE**



## **DISTRICT PROPERTIES BOARD POLICIES MANUAL 2021 - 2022**

# **FLORIDA DISTRICT CHURCH OF THE NAZARENE DISTRICT PROPERTIES BOARD**

## **POLICY AND PROCEDURES REGARDING PROPERTY AND FINANCING**

The Florida District Properties Board (DPB) desires to be of assistance to our pastors and churches. We want to help our churches to build and finance adequately and wisely for the future as well as the present. We are ready to offer our services as outlined in the Nazarene Manual. Manual provisions include written approval of the District Superintendent and the District Properties Board prior to any local church incurring indebtedness, financing, refinancing, purchasing real estate, selling real estate, erecting buildings, leasing non-owned space, leasing owned space, erecting buildings, or entering a structural remodeling program.

### **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 for approval.

**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 District Properties Board for review. These forms can be received by contacting the district office or printing them directly from the District's website.

**Step 3.** The Pastors Report Form shall accompany all applications.

**Step 4.** When final plans are completed, application for approval is to be presented to the District Properties Board and then to the District Superintendent.

**Step 5.** If the church proposes to finance the project by means of a loan, an application for approval of financing must be submitted to the District Properties Board.

**Step 6.** Approved, disapproved, or suggested changes will be returned on an Approval Form.

All necessary forms are to be included in the request. If others are needed, they may be secured by contacting the District Office or printing them directly from the District's website.

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

## **POLICIES**

All pastors and/or church boards shall follow the most recent Nazarene Church Manual as outlined in paragraphs 103, 103.1, 104, 236, 237, 237.1, 237.2, 237.3, 237.4, 237.5, and 907 in regard to incurring indebtedness, financing, refinancing, purchasing real estate, selling real estate, erecting buildings, leasing non-owned space, leasing owned space, erecting buildings, or entering a structural remodeling program.

This section explains the processes and policies the DPB uses as we work with the District Advisory Board (DAB), District Superintendent, local church boards and others involved in the church incurring indebtedness, financing, refinancing, purchasing real estate, selling real estate, erecting buildings, leasing non-owned space, leasing owned space, erecting buildings, or entering a structural remodeling program and related matters for both local and district properties. All binding district policies require approval of the DAB. It should also be noted that most of these approvals require the local church board approval and a congregational approval vote after receiving DPB approval.

### **Administration**

- 1. Officers:** The District Superintendent will appoint a chairperson of the DPB. The DPB will be elected at the annual district meeting. The DPB will serve at the direction of the District Superintendent and the Nazarene Church Manual.
- 2. DPB Reporting:** The DPB chairperson will report to the DAB on the activities of the DPB in writing, or in person if requested, at scheduled DAB meetings. The DPB is responsible to record all legal actions of the DPB on behalf of the Florida District and communicate those actions to the DAB through a report.
- 3. District Properties:** If requested by the DAB or District Superintendent, the DPB will be responsible for the sale, rental, lease, and maintenance of all district-operated property. They are authorized to spend money previously budgeted by the DAB for the upkeep and maintenance of district-operated properties. If requested, the DPB will provide an update on the value of all district-operated property to the DAB.

## DPB Required Approvals

It is strongly encouraged by the DPB that church debt be avoided and minimized to the extent possible. It is the desire of the DPB to approve projects that are only brought forward after significant and prayerful consideration and that demonstrate faithful stewardship of God's resources. Projects that do not cause a hardship on the church and that will not limit the ability of the church to maintain and grow ministries.

1. **New or Additional Debt:** All additions or increases in church indebtedness must be approved in advance by the DPB. Indebtedness that does not meet the criteria of Manual paragraph 237.4 will generally not be approved. Any such approvals shall only be approved after recommendation of the DPB, DAB, and District Superintendent. The most effective way to prove that the indebtedness will not jeopardize the spiritual health of the church is to begin setting aside the amount of the expected indebtedness payment as soon as the project is conceived while meeting all church financial obligations.
2. **Refinancing:** Any refinancing that increases indebtedness, including extensions of loans that have the effect of increasing the total payoff value of the loan, must be approved in advance by the DPB in conjunction with the District Superintendent. This would include the increase in the interest rate.
3. **Local Church Property Sales:** A local church shall not sell church property without prior approval of the DPB. A sale (especially of a parsonage or former parsonage) generally will not be approved unless it is; 1. Being sold in conjunction with a project that includes it's replacement or, 2. Property donated to the church with the intention that the property be sold to raise money.  
Furthermore, parsonage sales will generally not be approved unless 75% of the funds from the sale are set aside by the church in a CD or similar approved means in conjunction with the DAB and District Superintendent for the express purpose of replacing the parsonage in the future. If the proceeds from a parsonage sale are not going to be used to replace the parsonage, a compelling request to the DPB and the District Superintendent must be presented. Once the property has been sold, all capital proceeds must be used on approved capital project by the DPB and District Superintendent.
4. **Local Church Rental or Lease:** A local church shall not rent or lease church property without approval of the DPB. The DPB will evaluate the rent or lease plan to ensure the church property will be properly protected and maintained for the duration of the rental or lease. This means both the leasing of church owned property and leasing of non-owned property.

- 5. Additions/Remodels:** A local church shall not undergo any major addition/remodel (Regardless of indebtedness) without the approval of the DPB. For the purposes of this approval, a major addition/remodel includes projects that exceed 25% of the most current annual church income, a projected cost of more than 10% of the total property value, or any project exceeding \$50,000.

### **Additional Reviews and Guidance**

- 1. Advisory Reviews:** The DPB desires to provide additional assistance and guidance in conjunction with projects that are seeking approvals, as well as potential future projects. Local churches may apply for advisory reviews from the DPB to gain input and assistance in developing a construction plan.
- 2. Additional Resources:** The DPB shall create and maintain a database from their work with local and district church properties and helpful hints when building and remodeling as well as common mistakes to avoid when building and remodeling. As time and talent allow, the DPB may also provide expertise to local churches on construction and remodeling, while not assuming or functioning in the role of an architect or general contractor for the project.
- 3. Plan Review:** When building plans are submitted to the DPB as part of the construction approval process, the DPB shall provide a timely review of the plans. The DPB shall not function as an architectural or general contractor review of the plans. The DPB, as expertise allows, will provide suggestions to the local church. Suggestions from the DPB are not binding on the local church. If major omissions, Obstacles or problems are noted in the plans, the DPB may ask the local church for clarification. The DPB is empowered by the DAB to determine all final local property decisions of this nature.
- 4. Quarterly Reports:** As required, local churches with construction and major remodeling projects shall provide quarterly progress reports to the DPB (103).

### **Legal Documents**

- 1. Property Deeds and Titles:** It is mandatory that all churches maintain a copy of both the deed and title of their church property(s) and send an electronic copy of both deed and title to the DPB. The DPB will maintain an up-to-date copy of all district-operated properties, deeds, and titles, as well as those of each local church. **Failure by local churches to comply with this policy puts at risk the sacrifice of previous generations and their commitment that gave our church its current assets and properties.**
- 2. Church Compliance:** The DPB will issue an annual report on the level of compliance of churches with property deed and title requirements and provide that report to the DAB.

- 3. Facility Use Agreements:** Local churches, after approval from the DPB to enter a lease type agreement, should have facility use and hold harmless agreements with other entities and individuals that use their facilities for church functions and other uses. This agreement should clearly specify the terms of the use, costs, and time frame. They must provide liability insurance and specifically name the local church in the policy as being covered for loss and damage.

## **Property Maintenance**

- 1. Evaluation of Church Properties:** The DPB has been tasked by the District Superintendent to Evaluate as needed the level of maintenance being accomplished by local churches to maintain what has been provided to them by the sacrificial giving of previous generations of Nazarenes. Pursuant to Manual paragraph 211.3 (“In circumstances where the District Superintendent has determined that a church is in an unhealthy, declining situation, the continuation of which threatens the viability of the church and its effectiveness, the District Superintendent may pursue contact with the pastors or the pastor and the church board to evaluate the circumstances”) the DPB may enter churches, parsonages and other local church owned properties to evaluate their continued viability.
- 2. Insurance:** All local churches are expected to carry insurance sufficient for full replacement of the facilities, equipment, and material of the local church and protection from legal judgements against the church. The DPB may evaluate local church insurance coverage for adequacy as required.

## **Duties of the District Church Properties Board**

**(Per current Church of the Nazarene *Manual*)**

### **The District Church Properties Board**

**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 or sale 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 payment 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.

**103. Property.** The local church considering the purchase or sale 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, advice, 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. The local church shall submit quarterly financial and status reports to this board throughout the construction process. (236–237.5)

**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 or lease real estate, nor sell, mortgage, refinance with accrual of additional debt, exchange, or in any other way encumber real property, or otherwise dispose of real estate unless approved by a two-thirds vote of the members present at an annual meeting, or at a special meeting properly called. If a church is refinancing an existing debt, and the

refinancing arrangement does not increase the debt of the church and does not further encumber the real estate of the church, approval for the refinancing may be granted by a two-thirds vote of the board, without the need to take a congregational vote on the matter. The church board may approve by two-thirds vote of its members present and voting, the disposition of properties donated for the specific purpose of providing funds for the local church. All items above require the written approval of the district superintendent and the District Church Properties Board. (113.3–113.4, 113.7–113.8, 237.3–237.4)

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

**104.2 Selling Real Estate.** A local church which mortgages or sell real estate, or receives insurance claims on real estate, shall use the proceeds only for the purchase or capital improvements of real estate, the planting of a new church, or to reduce other real estate indebtedness. Only the approval of the District Superintendent and the District Advisory Board shall any proceeds be used or other purposes.

**104.3 Diverting Property.** Trustees and/or local church may not divert property from the use of the Church of the Nazarene. (113 – 113.1)

**113.3. Business Transactions.** Business, including elections, in harmony with the spirit and order of the church, and not otherwise specially provided for, may be transacted at any church meeting.

**113.4. Comply with Civil Law.** In all cases where the civil law requires a specific course of procedure in calling and conducting church meetings, that course should be strictly followed. (142)

**113.7. Annual Meeting.** An annual church meeting shall be held within 90 days prior to the meeting of the district assembly. Public notice of the annual meeting must be given from the pulpit on at least two Sundays before the meeting. This annual meeting may be conducted on more than one day or in more than one service upon approval by the church board.

**113.8. Special Meetings.** Special church meetings may be called at any time by the pastor, or by the church board after having obtained the consent of the pastor or of the district superintendent or of the general superintendent having jurisdiction. Public notice of special church meetings shall always be given from the pulpit in at least two preceding regular services, or in such manner as meets the requirements of civil law. (104, 113.1, 115–115.1, 123–123.7, 137, 139, 142.1, 144)

**907 Debt.** No entity may collateralize charitable pledges for the purpose of underwriting debt.



# PASTOR'S REPORT FORM

## DISTRICT CHURCH PROPERTIES BOARD

**FLORIDA DISTRICT  
CHURCH OF THE NAZARENE**  
4720 CLEVELAND HEIGHTS BLVD. STE 301  
LAKELAND, FL 33813  
OFFICE: 863-644-9331 FAX: 863-648-2710  
EMAIL: [info@floridanaz.com](mailto:info@floridanaz.com)

If you need additional space to answer any questions, please attach another page.

### Church Information

- |   |   |
|---|---|
| 1. Church Name _____  | 10. Sunday AM attendance last 3 years:<br>20____ 20____ 20____<br>_____                         |
| 2. Address _____<br>City _____ State _____<br>Zip _____   | 11. Giving for all purposes last 3 years:<br>20____ 20____ 20____<br>\$ _____ \$ _____ \$ _____ |
| 3. Telephone # _____  | 12. Baptisms reported in year-end report.<br>20____ 20____ 20____<br>_____                      |
| 4. Church email _____   |   |
| 5. Pastor's email _____   |   |
| 6. Primary contact _____<br>Telephone (daytime) _____<br>Telephone (night) _____<br>Email _____ |   |
| 7. Pastor's Name _____  |   |
| 8. Years with this church _____   |   |
| 9. Year church was organized _____  |   |

**Financial Information**

Year	Giving for all purposes	Year-end balance (all accounts)	Budgets Paid in Full yes/no
_____	\$ _____	\$ _____	_____
_____	\$ _____	\$ _____	_____
_____	\$ _____	\$ _____	_____

Value of all Existing Real Estate: \$ \_\_\_\_\_ Property insured: yes/no \_\_\_\_\_

All Current Church Debt: \$ \_\_\_\_\_ Current Monthly Payment Toward Debt: \$ \_\_\_\_\_

**Action Proposed**

- Sale of Property
- Major Addition/Remodel?
- Land Purchase
- Purchases of Real Estate
- Lease of Property/Rental of Church Property
- New Construction
- New Mortgage/Loan
- Refinance Existing Loan

General Description of Proposal:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If requesting new debt, describe Capital Campaign Strategy:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Project Awareness (Who is Aware of Proposal)**

- Pastor Only
- Pastor/Church Board
- Congregation
- Spoken with District Superintendent

Additional Information:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Pastor's Signature

\_\_\_\_\_  
Date

## **DISTRICT GUIDELINES TO CONSIDER BY THE LOCAL CHURCH WHEN REQUESTING A LOAN OR CONSTRUCTION**

The following are guidelines the Church, Florida District Properties Board, and the Florida District Advisory Board to consider when analyzing District Churches requesting loans.

### **Consider present and past trends:**

1. What are the last 10 years, and especially last 5 years, financials, attendance, baptisms, and salvations? Do these reflect a healthy growing church?
2. Are they paying local and denominational obligations? Yes, does not necessary mean good church health, but non-payment would be a sign of poor church health.
3. Have they developed an annual MAP for the last 5 years and have they accomplished the plan?
4. Do they have a history of pastoral turnover? Fewer than 3 in the last 10 years?
5. Are they in a survival mode mentality or showing signs of real growth and change?

### **Consider the overall health of the church:**

1. Is the church growing?
2. Do we consider the church and its recent trends as signs of being a healthy church?
3. Are the present members older, tired, and can't put the energy into what it will take to grow the church? Does the pastor have the same mindset? Is the pastor vibrant and has the energy to work hard to obtain growth?
4. Does the church show true signs of a willingness to change its methods to reach new and young families for Christ and the church? Is it more than just talk? Can they really change? Are they willing to do whatever it takes to win their community for Christ?
5. Are they reaching young families to the church? Do they have good outreach ministries? Are they inward focused? Are they community minded? Are they fulfilling the Great Commission?

### **Consider how this particular church fits into the area they serve:**

1. How does this particular church fit into the area they serve? Do those in the pews match the demographics of those within a 3-mile radius of the church?
2. Does their facility present a positive and healthy image and attitude about the church from those whom they are trying to reach or need to reach?
3. Are they reaching a large percentage of people in the area?
4. Do the church and the people represent the denomination well? Do they promote the Nazarene identity well in their present location?

5. Does the pastor relate well to the community they are trying to reach or do they only relate to those in the pews?
6. Would the community miss the church if it was closed or would only those in attendance miss it? What would not be happening in the community if they were no longer there?
7. Is this church positioned in the right location for growth? Should they relocate?

**Consider the overall condition of the facility:**

1. What is really needed to make this facility one that could attract young families?
2. Will the present repair(s) only put a band aid on the inevitable?
3. Would a remodel be considered if the church was in the right location? Do they have seating for 250 or more? Do they have space for multi-use? Do they have a gym?
4. Would this church consider a restart if the present congregation isn't willing to change or put in the work necessary for growth to fund the future?
5. Will and can this facility reflect an image of who we need to be to generate growth?
6. Is the location right but the building needs to be torn down and replaced?

**Consider the members and the current pastor:**

1. Is the present pastor one that can lead change and grow the church? Will a new pastor be able to lead the church in change to obtain growth or is the congregation too old and set in their ways to change? Can they change?
2. Is the pastor able to put the energy into what is needed to grow the church? Does the pastor lack passion?
3. Is the congregation old and tired and just wanting to have someone minister to their dying needs?
4. Can the congregation change to reach their community or are they too set in their ways?

**Consider additional questions needing answers:**

1. Will the Kingdom be better served if the church was closed and restarted as a new church?
2. Do their numbers add up to equate to a healthy church?
3. Is anyone really looking at the brutal facts? The real truth about the health of the church.

**What does a healthy church look like?**

1. A church that displays a passion for the lost people in their community.
2. They are actually winning people and families to Christ each year --at least 3% annual Growth. Do baptisms and membership show kingdom growth?
3. The congregation somewhat resembles the community they are in. (a 3-mile radius)
4. The pastor has a passion for the unchurched and has instilled that in the church.
5. They have finances to meet their obligations and maintenance needs.
6. The pastor prepares and delivers good sermons that attract and keep newcomers.

7. They have ministries that impact their community and meet needs of those living there.
8. They have a good reputation in the community and the community would miss them if they closed. There would be a void of a service to the community if they left.
9. The church is getting younger instead of older.
10. The church is more outward focused than inward focused.
11. The budget focuses on ministry and outreach rather than member's needs.
12. They are purposefully evangelistic in all they do.
13. Business meetings focus on growth and outreach rather than paying the bills.
14. The church has a plan for growth and implementing that plan. They know what they need to do and are doing it.
15. The facilities are kept up to date and in good repair and speak well to first time guests and young mothers.
16. The church knows why they exist and do all they can to fulfill the great commission. They have a vision, mission, and a purpose and are fulfilling it. They have a Mission Action Plan.
17. The church adapts easily to change.
18. The church is a place of prayer.
19. The church easily attracts young families and gives them positions of leadership.
20. The pastor is a good communicator, leader, and has a track record of obtaining growth.
21. The facility is well maintained and updated.
22. The church is identifying and developing future leaders and ministers.

## **GUIDELINES TO CONSIDER WHEN RELOCATING**

When your church is relocating, there are several things to consider. Certain information will be helpful in the process so there are no surprises along the journey. Below are some suggestions you may find helpful.

### **General Information:**

1. What are the demographics of the area you are currently located in -- a 1, 3, 5 mile radius? Information should include population, average income, family size, age, gender, and race in each radius.
2. Have the demographics of the area changed and do not resemble those sitting in the pews?
3. What has been the trend of the church over the last 10 years? Attendance, giving, finances, new guests, salvations, young families joining the membership, and more.
4. What is the church board feeling? What is the congregation feeling? It's time to move? We are tired. We want to have a healthy and growing church. Can they be open to change? Can the church leadership change for the sake of growth? Can they admit that they might be part of the problem by being inward focus rather than outward focused?
5. Do most people drive 3 or more miles to church?
6. Will closing be better than relocating? Is the church down to under 40 in attendance?
7. Are those willing to relocate be willing to work hard because this will be hard work?
8. Is leaving a legacy of a healthy church greater than personal preference of worship style or organizational preferences?
9. Discuss other areas of concern members of the board may have. Leading through this process is critical. You will need a mostly united board to have a successful outcome.
10. Will relocating help the church fulfill its mission in a much greater way?
11. What is the vision and mission of the church? Is it being accomplished to the degree it should be?
12. You need to decide on the target population you are trying to reach. Demographicly? Pschographically? Age, income, etc. Can you do that here?
13. Consider having a capital stewardship campaign to raise money to relocate.

### **Facility issues:**

1. If not relocating, what will the costs be to bring the building up to present standards and add more modern media, classrooms, and necessary updates? Compare these costs to relocating and positioning yourself for the future.
2. Is the building dated and in need of much repair?
3. Currently, do you have space to add buildings and have land to start sports or other ministries to attract young families?
4. Do you have a lot of deferred maintenance issues?

5. Does it make sense to pour money into the present facility if you cannot attract younger families?
6. Where best can you attract the target you have settled on? Research the areas of town where that can best happen and then look at the possibilities of how close you can financially relocate into that area?
7. What would be an estimated cost to relocate? Land and acreage? Building size? Items needed to minister in that area? Additional staff? How much money can you borrow, and payment could you afford to make?
8. What additional options do you have? Remodeling an existing building? How close can you relocate to your target market and can afford? Purchase another church that can meet your needs for growth?
9. You will want to start with a multipurpose building, so you can more quickly do ministry to young families and host community events.
10. Is your pastor committed to staying at least 3 years following the completion of the relocation.

Form three teams to be working simultaneously:

**Team One: Selling of present facility**

1. Have property appraised for value.
2. Settle on a good commercial real estate agent.
3. Approve the selling price.
4. Work through the selling process.
5. Present for approval offers that are acceptable to the board.
6. Develop a presentation to make to the membership for a positive vote.

**Team Two: Property search for relocation**

1. Begin to look for property in areas that match the demographics you are wanting to relocate.
2. Study the city/county master plans for growth. Look at those areas first.
3. Look for options you may have.
4. Research buying land, buying an existing building for remodel, or a church building that can meet your growth needs. Try to see what your options are to meet the size of 500 people. You should be planning for growth and continued growth.
5. Keep the board in the loop of possibilities that you are discovering.
6. Keep in mind the financial limits that have been agreed on.

**Team Three: Research temporary locations to have church while the permanent location is being developed.**

1. During the time between selling the present church and the final place of relocation, a temporary location will need to be found.
2. This location, if at all possible, should be in the area you are looking to relocate.
3. Look for schools and retail space or acceptable warehouse space.

4. Can you have office space in this location or will you have to rent a separate space in order to conduct weekly affairs.
5. You will need to research costs for possible portable equipment. IE: Chairs, sound equipment, lighting if needed, printing/copier, welcome centers, etc.
6. How to store and transport the equipment.
7. Volunteers weekly to set up and take down.

**Church Board:**

1. Study how the congregational vote will go.
2. Personally meet with and influence potential no votes to the advantages of relocating.
3. Place all non-active members that are not attending, or have moved, in an official non-active status so they can't influence a vote when they have no current involvement.
4. Assist in the development of a positive presentation for relocation. Develop an example of the outcome of the congregational vote. When you think you have close to a 90% vote, then you are ready. Answer as many questions as you can that you think the congregation will ask in the presentation at the special called meeting. This will reduce the number of questions and potential heated discussions.
5. Stay positive and united. Be honest and open in your meetings leading up to a vote. If you can't stay united, don't expect the congregation to stay united.
6. This is a major change. You will need to lead and lead consistently without flinching.

**Note:** You will have other questions that will arise during the process. There are no stupid questions. Chances are, they will be asked at some point. Ask them now.



**DISTRICT CHURCH PROPERTIES BOARD  
FLORIDA DISTRICT CHURCH OF THE NAZARENE**

**4720 CLEVELAND HEIGHTS BLVD.  
SUITE 301  
LAKELAND, FLORIDA 33813**

**REQUEST FOR APPROVAL TO  
BORROW MONEY/LOAN**

**REQUEST FOR A  
LOAN FORM**

**SUBMITTED TO FLORIDA DISTRICT PROPERTIES BOARD**

**CHURCH NAME:**

---

**DATE REQUEST SUBMITTED:**

---

# INSTRUCTIONS

## REQUEST FOR LOAN

The following form and related information make up the material for this request for approval to borrow money. Thorough completion of this form is not only essential in seeking approval of the DPB, 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 request.
2. Compliance with the current Manual of the Church of the Nazarene is required.
3. Mail, email or fax this application to the District Properties Board (DPB) for its review. Be sure to include the following:
  - a. Pastor's Report Form.
  - b. Treasurer's Reports. Current plus year-end reports for three (3) fiscal years prior.
  - c. Approval of Church Board. See "Approval" page at the end of this document. There is no need to submit the approval form if this submission is exploratory in nature (see # 6 below).
4. Following its review, the DPB will send written notification of its decision to the church. The church may then proceed with the vote of the membership on this request.
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 before the loan can be finalized.**
6. In the process of coordinating financing of a construction project, it is likely that there will be an exploratory phase with respect to financing. The DPB can be a resource to local church leadership in assessing various construction/financing scenarios and church leadership may find that completion of this form on an "exploratory" basis is a helpful step in preparation for completing a formal request. *If this request is exploratory only*, please note this on the form in the space provided. The exploratory form can later be updated to a formal request by updating the form and resubmitting it as a formal request. Be sure to indicate the date on each submission. Final approval will coincide with the project approval, in most cases.
7. **Agreements Prior to Approval.** In the negotiating process, it is sometimes necessary to enter into "tentative agreements" in order to successfully move the negotiations forward to the point of decision. In such cases, no agreement is to be entered into by the church unless and except it includes the following statement:

*"... Pending the final approval of the Florida District Properties Board and the favorable Vote of the congregation."*

There are significant legal consequences to signing any agreements, even with this phrase attached. For example, church leadership may conclude that the agreement is not in the best interests of the church even though all approvals have been properly secured (the vote of the congregation and DPB approval to do not mandate the action so approved, but only authorize it). Therefore, extreme caution is urged with respect to any form of agreement entered into prior to final approval.

# PASTOR'S REPORT FORM

## DISTRICT CHURCH PROPERTIES BOARD

**FLORIDA DISTRICT  
CHURCH OF THE NAZARENE**  
4720 CLEVELAND HEIGHTS BLVD. STE 301  
LAKELAND, FL 33813  
OFFICE: 863-644-9331 FAX: 863-648-2710  
EMAIL: [info@floridanaz.com](mailto:info@floridanaz.com)

If you need additional space to answer any questions, please attach another page.

### Church Information

1. Church Name \_\_\_\_\_
2. Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_  
Zip \_\_\_\_\_
3. Telephone # \_\_\_\_\_
4. Church email \_\_\_\_\_
5. Pastor's email \_\_\_\_\_
6. Primary contact \_\_\_\_\_  
Telephone (daytime) \_\_\_\_\_  
Telephone (night) \_\_\_\_\_  
Email \_\_\_\_\_
7. Pastor's Name \_\_\_\_\_
8. Years with this church \_\_\_\_\_
9. Year church was organized \_\_\_\_\_
10. Sunday AM attendance last 3 years:  
20\_\_\_\_ 20\_\_\_\_ 20\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
11. Giving for all purposes last 3 years:  
20\_\_\_\_ 20\_\_\_\_ 20\_\_\_\_  
\$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_
12. Baptisms reported in year-end report.  
20\_\_\_\_ 20\_\_\_\_ 20\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Financial Information**

Year	Giving for all purposes	Year-end balance (all accounts)	Budgets Paid in Full yes/no
_____	\$ _____	\$ _____	_____
_____	\$ _____	\$ _____	_____
_____	\$ _____	\$ _____	_____

Value of all Existing Real Estate: \$ \_\_\_\_\_ Property insured: yes/no \_\_\_\_\_

All Current Church Debt: \$ \_\_\_\_\_ Current Monthly Payment Toward Debt: \$ \_\_\_\_\_

**Action Proposed**

- Sale of Property
- Major Addition/Remodel?
- Land Purchase
- Purchases of Real Estate
- Lease of Property/Rental of Church Property
- New Construction
- New Mortgage/Loan
- Refinance Existing Loan

General Description of Proposal:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If requesting new debt, describe Capital Campaign Strategy:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Project Awareness (Who is Aware of Proposal)**

- Pastor Only
- Pastor/Church Board
- Congregation
- Spoken with District Superintendent

Additional Information:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Pastor's Signature

\_\_\_\_\_  
Date

# REQUEST FOR LOAN APPLICATION FORM

## DISTRICT PROPERTIES BOARD

**FLORIDA DISTRICT  
CHURCH OF THE NAZARENE**  
4720 CLEVELAND HEIGHTS BLVD. STE 301  
LAKELAND, FL 33813  
OFFICE: 863-644-9331 FAX: 863-648-2710  
EMAIL: [info@floridanaz.com](mailto:info@floridanaz.com)

If you need additional space to answer any questions, please attach another page.

### General Information

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Name of contact person: 1. \_\_\_\_\_ 2. \_\_\_\_\_

Phone # on contact person 1: \_\_\_\_\_ Email address: \_\_\_\_\_

Phone # on contact person 2: \_\_\_\_\_ Email address: \_\_\_\_\_

Pastor's name: \_\_\_\_\_ Phone # \_\_\_\_\_

### Indicate the nature of this request

- To obtain a loan (Lender identified and terms of the loan substantially negotiated).
  - Please check this box if this is an update of a request submitted earlier.
- Exploratory only (Lender not specified, terms yet to be negotiated).

### Purpose of the loan

---

---

---

---

## Details of the Loan

- A. Amount of the loan: \$ \_\_\_\_\_
- B. From whom will the loan be obtained? \_\_\_\_\_  
\_\_\_\_\_
- C. At what interest rate? \_\_\_\_\_ Monthly payment \$ \_\_\_\_\_
- D. What type of loan is to be taken? Check any that apply.
- |  |   |                                  |
|--|---|----------------------------------|
| <input type="checkbox"/> Mortgage        | <input type="checkbox"/> Demand         | <input type="checkbox"/> Balloon |
| <input type="checkbox"/> Unsecured       | <input type="checkbox"/> Secured        |                                  |
| <input type="checkbox"/> Promissory Note | <input type="checkbox"/> Swap agreement |                                  |
- E. Term of Loan (note years amortized and length of time of initial financing agreement):  
 5 year  10 year  15 year  20 year  other \_\_\_\_\_  
\_\_\_\_\_
- F. Is there a prepayment penalty clause?  yes  no
- G. If YES, please describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- H. What will be the amount of the down-payment if needed? \$ \_\_\_\_\_
- I. Are you going to have a Capital Stewardship Fund Raising Event to help raise money to offset the amount of money you are needing to borrow?  yes  no  
If yes, please explain details and amount expected to raise: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
If no, please explain why you feel raising funds will not be helpful: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Current Mortgage

- A. Is church property presently mortgaged?  yes  no  
If so, what property and with whom?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- B. When was the mortgage taken? \_\_\_\_\_
- C. What is the current interest rate? \_\_\_\_\_
- D. What are the payments? \$ \_\_\_\_\_ per \_\_\_\_\_
- E. What is the amount of the unpaid balance? \$ \_\_\_\_\_
- F. Will obtaining an additional loan require refinancing present indebtedness?  yes  no

### Assets

- A. What is the present real estate value of the church property? \$ \_\_\_\_\_
- B. What has been the total income of the church for the past 5 years? (tithes/building)
- |            |                 |
|------------|-----------------|
| Year _____ | Income \$ _____ |
| Year _____ | Income \$ _____ |
| Year _____ | Income \$ _____ |
| Year _____ | Income \$ _____ |
| Year _____ | Income \$ _____ |
- C. What is the projected income for the next three years?
- |            |                 |
|------------|-----------------|
| Year _____ | Income \$ _____ |
| Year _____ | Income \$ _____ |
| Year _____ | Income \$ _____ |
- D. What is the present balance in all checking and savings accounts? \$ \_\_\_\_\_
- E. How much of these funds are designated? \$ \_\_\_\_\_
- F. What is the total church budget?
- |            |                 |
|------------|-----------------|
| Year _____ | Budget \$ _____ |
| Year _____ | Budget \$ _____ |
| Year _____ | Budget \$ _____ |
- G. What are the annual salaries and benefits included in the budget?
- |            |                 |                  |
|------------|-----------------|------------------|
| Year _____ | Amount \$ _____ | % to total _____ |
| Year _____ | Amount \$ _____ | % to total _____ |
| Year _____ | Amount \$ _____ | % to total _____ |
- H. What is the total number of giving units over \$2,000.00 in the church? \_\_\_\_\_  
 What percent of this number does the top 10 giving units provide? \_\_\_\_\_%



**Liabilities**

A. Did your church meet its District and General Church obligations in full the last three (3) years? Year \_\_\_\_\_  yes  no

Year \_\_\_\_\_  yes  no

Year \_\_\_\_\_  yes  no

B. If you have not met these obligations in full for each of the past three years, please explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C. Are you current on your District and General Church obligations this year?

yes  no

D. If any are in arrears, explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

E. Including this loan, what will be the church's total indebtedness? \$ \_\_\_\_\_

**Proposed Loan**

A. What is the total church income (tithes/building fund) for the past 3 years?

Amount: \$ \_\_\_\_\_

Note: 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.

B. Will the loan payment (annualized) result in more than 25% of your current total annual income? Amount \$ \_\_\_\_\_  yes  no

\_\_\_\_\_

C. Can the payments be absorbed by your present income with your present commitments?  yes  no

\_\_\_\_\_

D. Will it be necessary to raise additional funds to repay this loan?  yes  no

E. If yes, explain what plans have been made for this: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

F. In your opinion, explain why obtaining this loan is consistent with the good stewardship of the church's resources: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please provide any further details and information or disclosures that you believe is pertinent to this request and to the deliberations of the District Properties Board:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signatures**

We have completed the above Application for the purpose of obtaining a Mortgage Loan. We understand the District DPB and DAB may rely on the accuracy of the above financial and other information contained herein when deciding whether or not to approve our Loan. We declare the information contained in this application to be true and accurate to the best of our knowledge and understanding. We have withheld no information relative to the property offered as security which would adversely affect its value.

\_\_\_\_\_  
Signature Senior/Lead Pastor

\_\_\_\_\_  
Local Church Secretary/Treasurer/or Trustee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# REQUEST FOR LOAN APPROVAL FORM

After obtaining the signatures required, you may email this form to: [info@floridanaz.com](mailto:info@floridanaz.com) or you may FAX (863-648-2710) or mail to the district office at, Florida District Church of the Nazarene, 4720 Cleveland Heights Blvd, Suite 301, Lakeland, FL 33813.

**Please record the Church Board's vote for recommending this loan to the church membership:**

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

Church Address: \_\_\_\_\_  
\_\_\_\_\_

Date of Board Vote: \_\_\_\_\_ Number of ballots cast: \_\_\_\_\_

Totals: Approve \_\_\_\_\_ Disapprove \_\_\_\_\_ Abstain \_\_\_\_\_

Signature of Church Secretary: \_\_\_\_\_ date

Print name of Church Secretary: \_\_\_\_\_

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

Print name of Pastor: \_\_\_\_\_

## DISTRICT PROPERTIES BOARD

Approval granted to proceed with securing the loan as outlined and presented to the District Properties Board.

Approval granted to proceed with securing the loan as outlined and presented to the District Properties Board, contingent upon the following: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Request for approval denied for the following reason(s) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of DPB Chairperson: \_\_\_\_\_

Date

Print name of DPB Chairperson: \_\_\_\_\_

### CHURCH MEMBERSHIP

Please record the Church membership vote for recommending this loan to the church membership:

Date of Church vote: \_\_\_\_\_

Number of ballots cast: \_\_\_\_\_ Totals: Approve \_\_\_\_\_ Disapprove \_\_\_\_\_

Signature of Church Secretary: \_\_\_\_\_

date

Print name of Church Secretary: \_\_\_\_\_

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

date

Print name of Pastor: \_\_\_\_\_

### FINAL APPROVAL

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

Date

**Note: Only after you receive this "Request for Loan Approval Form" with the District Superintendent's signature will the request be considered approved.**

**DISTRICT CHURCH PROPERTIES BOARD  
FLORIDA DISTRICT CHURCH OF THE NAZARENE**

**4720 CLEVELAND HEIGHTS BLVD.  
SUITE 301  
LAKELAND, FLORIDA 33813**

**REQUEST FOR APPROVAL TO  
BORROW MONEY**

**REQUEST TO REFINANCE  
LOAN FORM**

**SUBMITTED TO FLORIDA DISTRICT PROPERTIES BOARD**

**CHURCH NAME:**

---

**DATE REQUEST SUBMITTED:**

---

# INSTRUCTIONS

## REQUEST FOR REFINANCE LOAN

The following form and related information make up the material for this request for approval to borrow money or refinance a loan. Thorough completion of this form is not only essential in seeking approval of the DPB, but it also serves as a resource to the applying church. Be sure to read these instructions before filling out this application.

Use this form only when both of the following are true:

- a. The loan in question was a previously secured upon approval of the local church board, the District Properties Board, and the favorable vote of the members of the local church;
- b. The refinancing proposed does not involve an increase in the interest rate (unless a loan with a balloon payment is due and the interest is not increased more than one (1) percent). If the interest is increased more than one (1) percent on this loan, then the loan must be approved by filling out a Loan Request Form.

1. Approval of the Church Board must precede submittal of this request.
2. Compliance with the current Manual of the Church of the Nazarene is required.
3. Mail, email or fax this application to the District Properties Board (DPB) for its review. Be sure to include the following:
  - a. Pastor's Report Form.
  - b. Treasurer's Reports. Current plus year-end reports for three (3) fiscal years prior.
  - c. Approval of Church Board. See "Approval" page at the end of this document. There is no need to submit the approval form if this submission is exploratory in nature (see # 6 below).
4. Following its review, the DPB will send written notification of its decision to the church. The church may then proceed with the vote of the membership on this request.
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 before the refinancing of the loan can be finalized.**
6. In the process of coordinating financing of a construction project, it is likely that there will be an exploratory phase with respect to financing. The DPB can be a resource to local church leadership in assessing various construction/financing scenarios and church leadership may find that completion of this form on an "exploratory" basis is a helpful step in preparation for completing a formal request. *If this request is exploratory only*, please note this on the form in the space provided. The exploratory form can later be updated to a formal request by updating the form and resubmitting it as a formal request. Be sure to indicate the date on each submission. Final approval will coincide with the project approval, in most cases.

**7. Agreements Prior to Approval.** In the negotiating process, it is sometimes necessary to enter into “tentative agreements” in order to successfully move the negotiations forward to the point of decision. In such cases, no agreement is to be entered into by the church unless and except it includes the following statement:

*“... Pending the final approval of the Florida District Properties Board and the favorable Vote of the congregation.”*

There are significant legal consequences to signing any agreements, even with this phrase attached. For example, church leadership may conclude that the agreement is not in the best interests of the church even though all approvals have been properly secured (the vote of the congregation and DPB approval to do not mandate the action so approved, but only authorize it). Therefore, extreme caution is urged with respect to any form of agreement entered into prior to final approval.

# PASTOR'S REPORT FORM

## DISTRICT CHURCH PROPERTIES BOARD

**FLORIDA DISTRICT  
CHURCH OF THE NAZARENE**  
4720 CLEVELAND HEIGHTS BLVD. STE 301  
LAKELAND, FL 33813  
OFFICE: 863-644-9331 FAX: 863-648-2710  
EMAIL: [info@floridanaz.com](mailto:info@floridanaz.com)

If you need additional space to answer any questions, please attach another page.

### Church Information

- |   |   |
|---|---|
| 1. Church Name _____  | 10. Sunday AM attendance last 3 years:<br>20____ 20____ 20____<br>_____                         |
| 2. Address _____<br>City _____ State _____<br>Zip _____   | 11. Giving for all purposes last 3 years:<br>20____ 20____ 20____<br>\$ _____ \$ _____ \$ _____ |
| 3. Telephone # _____  | 12. Baptisms reported in year-end report.<br>20____ 20____ 20____<br>_____                      |
| 4. Church email _____   |   |
| 5. Pastor's email _____   |   |
| 6. Primary contact _____<br>Telephone (daytime) _____<br>Telephone (night) _____<br>Email _____ |   |
| 7. Pastor's Name _____  |   |
| 8. Years with this church _____   |   |
| 9. Year church was organized _____  |   |



**Financial Information**

Year	Giving for all purposes	Year-end balance (all accounts)	Budgets Paid in Full yes/no
_____	\$ _____	\$ _____	_____
_____	\$ _____	\$ _____	_____
_____	\$ _____	\$ _____	_____

Value of all Existing Real Estate: \$ \_\_\_\_\_ Property insured: yes/no \_\_\_\_\_

All Current Church Debt: \$ \_\_\_\_\_ Current Monthly Payment Toward Debt: \$ \_\_\_\_\_

**Action Proposed**

- Sale of Property
- Major Addition/Remodel?
- Land Purchase
- Purchases of Real Estate
- Lease of Property/Rental of Church Property
- New Construction
- New Mortgage/Loan
- Refinance Existing Loan

General Description of Proposal:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If requesting new debt, describe Capital Campaign Strategy:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Project Awareness (Who is Aware of Proposal)**

- Pastor Only
- Pastor/Church Board
- Congregation
- Spoken with District Superintendent

Additional Information:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Pastor's Signature

\_\_\_\_\_  
Date

# REQUEST FOR A REFINANCE LOAN APPLICATION FORM

## DISTRICT PROPERTIES BOARD

**FLORIDA DISTRICT  
CHURCH OF THE NAZARENE**  
4720 CLEVELAND HEIGHTS BLVD. STE 301  
LAKELAND, FL 33813  
OFFICE: 863-644-9331 FAX: 863-648-2710  
EMAIL: [info@floridanaz.com](mailto:info@floridanaz.com)

If you need additional space to answer any questions, please attach another page.

### General Information

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Name of contact person: 1. \_\_\_\_\_ 2. \_\_\_\_\_

Phone # on contact person 1: \_\_\_\_\_ Email address: \_\_\_\_\_

Phone # on contact person 2: \_\_\_\_\_ Email address: \_\_\_\_\_

Pastor's name: \_\_\_\_\_ Phone # \_\_\_\_\_

### Indicate the nature of this request

- To obtain a loan (Lender identified and terms of the loan substantially negotiated).
  - Please check this box if this is an update of a request submitted earlier.
- Exploratory only (Lender not specified, terms yet to be negotiated).

### Purpose of the loan

---

---

---

---

**Details of the Loan being Refinanced**

- A. Amount of the loan to be refinanced: \$ \_\_\_\_\_
- B. From whom will the loan be obtained? \_\_\_\_\_  
\_\_\_\_\_
- C. At what interest rate? \_\_\_\_\_ Monthly payment \$ \_\_\_\_\_
- D. What type of loan is to be taken? Check any that apply.
  - Mortgage
  - Demand
  - Balloon
  - Unsecured
  - Secured
  - Promissory Note
  - Swap agreement
- E. Term of Loan (note years amortized and length of time of initial financing agreement):  
 5 year  10 year  15 year  20 year  other \_\_\_\_\_  
\_\_\_\_\_
- F. Is there a prepayment penalty clause?  yes  no
- G. If YES, please describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- H. What will be the amount of the down-payment if needed? \$ \_\_\_\_\_
- I. Are you going to have a Capital Stewardship Fund Raising Event to help raise money to offset the amount of money you are needing to borrow?  yes  no  
If yes, please explain details and amount expected to raise: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
If no, please explain why you feel raising funds will not be helpful: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Current Mortgage**

- A. With whom is the present mortgage?  
\_\_\_\_\_  
\_\_\_\_\_
- B. When was the mortgage taken? \_\_\_\_\_

- D. What is the current interest rate? \_\_\_\_\_
- E. What are the payments? \$ \_\_\_\_\_ per \_\_\_\_\_
- F. What is the amount of the unpaid balance? \$ \_\_\_\_\_

**Assets**

- A. What is the present real estate value of the church property? \$ \_\_\_\_\_
- B. What has been the total income of the church for the past 5 years? (tithes/building)
- |            |                 |
|------------|-----------------|
| Year _____ | Income \$ _____ |
| Year _____ | Income \$ _____ |
| Year _____ | Income \$ _____ |
| Year _____ | Income \$ _____ |
| Year _____ | Income \$ _____ |
- C. What is the projected income for the next three years?
- |            |                 |
|------------|-----------------|
| Year _____ | Income \$ _____ |
| Year _____ | Income \$ _____ |
| Year _____ | Income \$ _____ |
- D. What is the present balance in all checking and savings accounts? \$ \_\_\_\_\_
- E. How much of these funds are designated? \$ \_\_\_\_\_
- F. What is the total church budget?
- |            |                 |
|------------|-----------------|
| Year _____ | Budget \$ _____ |
| Year _____ | Budget \$ _____ |
| Year _____ | Budget \$ _____ |
- G. What are the annual salaries and benefits included in the budget?
- |            |                 |                  |
|------------|-----------------|------------------|
| Year _____ | Amount \$ _____ | % to total _____ |
| Year _____ | Amount \$ _____ | % to total _____ |
| Year _____ | Amount \$ _____ | % to total _____ |
- H. What is the total number of giving units over \$2,000.00 in the church? \_\_\_\_\_  
 What percent of this number does the top 10 giving units provide? \_\_\_\_\_ %

**Liabilities**

- A. Did your church meet its District and General Church obligations in full the last three (3) years?
- |            |                              |                             |
|------------|------------------------------|-----------------------------|
| Year _____ | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| Year _____ | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| Year _____ | <input type="checkbox"/> yes | <input type="checkbox"/> no |

B. If you have not met these obligations in full for each of the past three years, please explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C. Are you current on your District and General Church obligations this year?

yes       no

D. If any are in arrears, explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

E. Including this loan, what will be the church's total indebtedness? \$ \_\_\_\_\_

### Proposed Loan

A. What is the total church income (tithes/building fund) for the past 3 years?

Amount: \$ \_\_\_\_\_

Note: 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.

B. Will the loan payment (annualized) result in more than 25% of your current total annual income? Amount: \$ \_\_\_\_\_  yes  no

C. Can the payments be absorbed by your present income with your present commitments?  yes  no

D. Will it be necessary to raise additional funds to repay this loan?  yes  no

E. If yes, explain what plans have been made for this: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

F. In your opinion, explain why obtaining this loan is consistent with the good stewardship of the church's resources: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please provide any further details and information or disclosures that you believe is pertinent to this request and to the deliberations of the District Properties Board:**

---

---

---

---

---

---

---

---

**Signatures**

We have completed the above Application for the purpose of refinancing a Mortgage Loan. We understand the District DPB and DAB may rely on the accuracy of the above financial and other information contained herein when deciding whether or not to approve our Loan. We declare the information contained in this application to be true and accurate to the best of our knowledge and understanding. We have withheld no information relative to the property offered as security which would adversely affect its value.

\_\_\_\_\_  
Signature Senior/Lead Pastor

\_\_\_\_\_  
Local Church Secretary/Treasurer/or Trustee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# REQUEST FOR REFINANCE LOAN APPROVAL FORM

After obtaining the signatures required, you may email this form to: [info@floridanaz.com](mailto:info@floridanaz.com) or you may FAX (863-648-2710) or mail to the district office at, Florida District Church of the Nazarene, 4720 Cleveland Heights Blvd, Suite 301, Lakeland, FL 33813.

**Please record the Church Board's vote for recommending the refinancing of the loan to the church membership:**

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

Church Address: \_\_\_\_\_  
\_\_\_\_\_

Date of Board Vote: \_\_\_\_\_ Number of ballots cast: \_\_\_\_\_

Totals: Approve \_\_\_\_\_ Disapprove \_\_\_\_\_ Abstain \_\_\_\_\_

Signature of Church Secretary: \_\_\_\_\_ date

Print name of Church Secretary: \_\_\_\_\_

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

Print name of Pastor: \_\_\_\_\_

## DISTRICT PROPERTIES BOARD

Approval granted to proceed with securing refinancing the loan as outlined and presented to the District Properties Board.

Approval granted to proceed with refinancing the loan as outlined and presented to the District Properties Board, contingent upon the following: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Request for approval denied for the following reason(s) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of DPB Chairperson: \_\_\_\_\_ Date \_\_\_\_\_

Print name of DPB Chairperson: \_\_\_\_\_

### CHURCH MEMBERSHIP

Please record the Church membership vote for recommending the refinancing of the loan to the church membership:

Date of Church vote: \_\_\_\_\_

Number of ballots cast: \_\_\_\_\_ Totals: Approve \_\_\_\_\_ Disapprove \_\_\_\_\_

Signature of Church Secretary: \_\_\_\_\_ date \_\_\_\_\_

Print name of Church Secretary: \_\_\_\_\_

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

Print name of Pastor: \_\_\_\_\_

### FINAL APPROVAL

Signature of the District Superintendent: \_\_\_\_\_ Date \_\_\_\_\_

**Note: Only after you receive this "Request for Refinance Loan Approval Form" with the District Superintendent's signature will the request be considered approved.**



**DISTRICT CHURCH PROPERTIES BOARD  
FLORIDA DISTRICT CHURCH OF THE NAZARENE**

**4720 CLEVELAND HEIGHTS BLVD.  
SUITE 301  
LAKELAND, FLORIDA 33813**

**REQUEST FOR APPROVAL TO  
PURCHASE LAND**

**REQUEST TO PURCHASE  
LAND FORM**

**SUBMITTED TO FLORIDA DISTRICT PROPERTIES BOARD**

**CHURCH NAME:**

---

**DATE REQUEST SUBMITTED:**

---

# INSTRUCTIONS

## REQUEST TO PURCHASE LAND

The following form and related information make up the material for this request for approval to purchase land. Thorough completion of this form is not only essential in seeking approval of the DPB, 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 request.
2. Compliance with the current Manual of the Church of the Nazarene is required.  
(paragraphs 103 - 104.3, 237 – 237.5)
3. The approval of the Church Board to pursue the purchase of vacant land or of a structure and the land on which it is situated must precede submittal of a request for approval of such purchase by the DPB.  
**Note:** Normally, such Church Board approval rests upon its thorough review of the financial, environmental, legal (e.g. zoning, right-of-way, etc.), and ministry purpose of the purchase. However, upon its review of the request for approval of the purchase, the DPB may find that some aspects related to the feasibility of the endeavor may need further consideration. For this reason, the DPB may decline approval altogether or may grant conditional approval with the requirement that the outcome of attending to the conditions attached to approval result, in the estimation of the DPB, in findings that favor the feasibility and potential success of the project.
4. The DPB may require that a survey of the site shall accompany this application showing boundaries, elevations (including notes on steep grades, rocky areas, etc.), adjoining roads, easements, buildings, plantings, setback areas, utility lines, wet lands, etc.
5. Photographs of the site under consideration should be submitted with this request for approval to purchase. Photographs submitted should include those looking into the site and those looking out from the site in all directions, showing the accessibility to public roadways.
6. If this purchase is being pursued in conjunction with a relocation or expansion of the church's current worship and ministry facilities, or construction of a parsonage or recreational grounds (e.g. soccer field, etc.) a plot plan should accompany this application illustrating the intended future development of this property.
7. Upon approval by the Church Board and the DPB, the church may make an offer on the property. Such offer **MUST** include the following statement: *"This offer is conditional upon approval of the members of the congregation and final approval of the District Properties Board, and District Superintendent."*

8. If you will need to borrow funds in order to purchase this property, complete a "Request for Loan Application Form" and submit it along with this application.
9. Mail, email or fax this application to the District Properties Board (DPB) for its review. Be sure to include the following:
  - a. Pastor's Report Form.
  - b. Treasurer's Reports. Current plus year-end reports for three (3) fiscal years prior.
  - c. Approval of Church Board. See "Approval" page at the end of this document. There is no need to submit the approval form if this submission is exploratory in nature.
10. Following its review, the DPB will send written notification of its decision to the church. The church may then proceed with the vote of the membership on this request.
11. 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 before the purchase of land can be finalized.**
12. In the process of coordinating the purchase of land, it is likely that there will be an exploratory phase with respect to the purchase. The DPB can be a resource to local church leadership in assessing various land purchase scenarios and church leadership may find that completion of this form on an "exploratory" basis is a helpful step in preparation for completing a formal request. *If this request is exploratory only*, please note this on the form in the space provided. The exploratory form can later be updated to a formal request by updating the form and resubmitting it as a formal request. Be sure to indicate the date on each submission. Final approval will coincide with the project approval, in most cases.
13. Agreements Prior to Approval must follow the guidelines under "Special Situations".

## **SPECIAL SITUATIONS**

The District Properties Board (DPB) understands that, on occasion, there are situations where a church may need to move quickly in order to have the opportunity to secure property that has become available to it. **In such situations, the church should comply with the following procedures:**

### **STEP ONE**

The approval (by majority vote) of the Church Board should be gained prior to taking any of the following action steps, with the possible exception of action step 2.

## STEP TWO

Contact the District Superintendent or the DPB chairperson to discuss the situation. The aim of this conversation is twofold: a) to alert District leadership on the details of the situation, and b) to receive confirmation that the situation does merit the alternate approval process of a Special Situation as outlined in the following action step.

## STEP THREE

With the approval of the Church Board and the confirmation of the District Superintendent or DPB chairperson that the situation merits the alternative approval process of a Special Situation, the church may make an offer for the property it hopes to purchase **if and only** the offer includes the following statements of condition:

*"This offer is conditioned upon approval of the members of the congregation and final approval of the Florida District Properties Board."*

There are significant legal consequences to signing any agreements, even with this phrase attached. For example, church leadership may conclude that the agreement is not in the best interests of the church even though all approvals have been properly secured (the vote of the congregation and DPB approval to do not mandate the action so approved, but only authorize it). Therefore, extreme caution is urged with respect to any form of agreement entered into prior to final approval.

## HOW TO SUBMIT THIS FORM ELECTRONICALLY

Attach this completed form and all other supporting documents to an email addressed to the chairperson of the DPB. The email address of the current chairperson may be obtained from the District office.

## SPECIAL INSTRUCTIONS FOR SUBMITTING THE APPROVAL PAGE

Signatures required on the approvals page must be the handwritten signatures of those persons. Once signed, the "Request for Land Purchase Approvals Form" may be scanned and sent as an attachment to an email or may be faxed, mailed, or hand-delivered to the District Office. A photocopy of original signatures is permissible.

# PASTOR'S REPORT FORM

## DISTRICT CHURCH PROPERTIES BOARD

**FLORIDA DISTRICT  
CHURCH OF THE NAZARENE**  
4720 CLEVELAND HEIGHTS BLVD. STE 301  
LAKELAND, FL 33813  
OFFICE: 863-644-9331 FAX: 863-648-2710  
EMAIL: [info@floridanaz.com](mailto:info@floridanaz.com)

If you need additional space to answer any questions, please attach another page.

### Church Information

- Church Name \_\_\_\_\_
- Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_  
Zip \_\_\_\_\_
- Telephone # \_\_\_\_\_
- Church email \_\_\_\_\_
- Pastor's email \_\_\_\_\_
- Primary contact \_\_\_\_\_  
Telephone (daytime) \_\_\_\_\_  
Telephone (night) \_\_\_\_\_  
Email \_\_\_\_\_
- Pastor's Name \_\_\_\_\_
- Years with this church \_\_\_\_\_
- Year church was organized \_\_\_\_\_
- Sunday AM attendance last 3 years:  
20\_\_\_\_ 20\_\_\_\_ 20\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Giving for all purposes last 3 years:  
20\_\_\_\_ 20\_\_\_\_ 20\_\_\_\_  
\$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_
- Baptisms reported in year-end report.  
20\_\_\_\_ 20\_\_\_\_ 20\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Financial Information**

Year	Giving for all purposes	Year-end balance (all accounts)	Budgets Paid in Full yes/no
_____	\$ _____	\$ _____	_____
_____	\$ _____	\$ _____	_____
_____	\$ _____	\$ _____	_____

Value of all Existing Real Estate: \$ \_\_\_\_\_ Property insured: yes/no \_\_\_\_\_

All Current Church Debt: \$ \_\_\_\_\_ Current Monthly Payment Toward Debt: \$ \_\_\_\_\_

**Action Proposed**

- Sale of Property
- Major Addition/Remodel?
- Land Purchase
- Purchases of Real Estate
- Lease of Property/Rental of Church Property
- New Construction
- New Mortgage/Loan
- Refinance Existing Loan

General Description of Proposal:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If requesting new debt, describe Capital Campaign Strategy:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Project Awareness (Who is Aware of Proposal)**

- Pastor Only
- Pastor/Church Board
- Congregation
- Spoken with District Superintendent

Additional Information:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Pastor's Signature

\_\_\_\_\_  
Date

# REQUEST TO PURCHASE LAND APPLICATION FORM

## DISTRICT PROPERTIES BOARD

**FLORIDA DISTRICT  
CHURCH OF THE NAZARENE**  
4720 CLEVELAND HEIGHTS BLVD. STE 301  
LAKELAND, FL 33813  
OFFICE: 863-644-9331 FAX: 863-648-2710  
EMAIL: [info@floridanaz.com](mailto:info@floridanaz.com)

If you need additional space to answer any questions, please attach another page.

### General Information

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Name of contact person: 1. \_\_\_\_\_ 2. \_\_\_\_\_

Phone # on contact person 1: \_\_\_\_\_ Email address: \_\_\_\_\_

Phone # on contact person 2: \_\_\_\_\_ Email address: \_\_\_\_\_

Pastor's name: \_\_\_\_\_ Phone # \_\_\_\_\_

### Indicate the nature of this request

- To obtain approval to purchase land. (Terms of the land purchase is substantially negotiated).
  - Please check this box if this is an update of a request submitted earlier.
- Exploratory only (terms yet to be negotiated).

**Purpose of this request to purchase land**

---

---

---

---

**Details of this request to purchase land and costs**

A. What is the address of the land being purchased?

---

---

**Attach a detailed layout of the land and a 1 or 3 mile aerial showing the land purchase.**

B. What is the frontage footage? \_\_\_\_\_  
Normally no less than 200 feet of frontage is desirable.

C. How much acreage are you purchasing? \_\_\_\_\_

D. How much of the land will actually be usable if you remove any wetlands or low lands that is not considered buildable land etc.? \_\_\_\_\_

E. Will this purchase allow for future expansion?  yes  no

F. Amount of the asking price: \$ \_\_\_\_\_

G. Amount of the offered price: \$ \_\_\_\_\_  
Attach a copy of the professional appraisal of the land, if any.

H. Who is the realtor? \_\_\_\_\_  
\_\_\_\_\_

I. Explain your financing plan: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

J. How will the financing or building be coordinated with the cost of site development?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

K. When do you anticipate that building or development of the site will begin?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Note: If a loan is needed, a Loan Request Form must be completed.**

At the closing or settlement meeting, you may be required to pay the following closing costs: transfer tax, title search fee, survey fee, credit rating investigation fee, property tax adjustment, percolation test fee, deed preparation fee, deed and mortgage recording fees, and other costs. It is necessary that you check to determine what these fees are and include the approximate total closing cost. Some of these fees can be negotiated with the seller.

Attach a copy of an estimate of the closing costs the church is likely to incur.

### **Future Ministry:**

- A. Has the church made a long-range study of its future ministry?  
If yes, attach a copy of this study.  yes  no
- B. Are community population trends sufficient to warrant this land purchase?  yes  no
- C. Is the community's population moving in the direction of the proposed facility?  yes  no
- D. Is the population of the area considered stable?  yes  no
- E. Is there a heavy movement of residents in/out of the area?  yes  no
- F. Is this area considered the growth area of town?  yes  no
- G. Is the area one in which the church can expand its ministry and appeal to a wide range of the population?  yes  no
1. Is the main population within 3 – 5 miles 25 to 50 year old?  yes  no
2. Is the main population within 3 – 5 miles multi-family?  yes  no
- H. Is the land free from public nuisances such as dumps, factory odors, transportation noise, unsightly developments, unkept properties?  yes  no
- I. Does the land have high visibility?  yes  no
- J. Is the land approachable from two directions?  yes  no
- K. What is the population in a 1-mile radius? \_\_\_\_\_  
    3-mile radius? \_\_\_\_\_ 5-mile radius? \_\_\_\_\_
- L. What is the median income in a 1-mile radius? \_\_\_\_\_  
    3-mile radius? \_\_\_\_\_ 5-mile radius? \_\_\_\_\_

**Title**

- A. Has a title search been made?  yes  no
- B. Are there any encumbrances?  yes  no  
Explain: \_\_\_\_\_  
\_\_\_\_\_
- C. Are there any easements?  yes  no  
Will they hinder intended usage?  yes  no  
Explain: \_\_\_\_\_  
\_\_\_\_\_
- D. Are there any referral clauses?  yes  no  
Describe: \_\_\_\_\_  
\_\_\_\_\_
- E. Are there any building restrictions in the deed?  yes  no  
Describe: \_\_\_\_\_  
\_\_\_\_\_
- F. Are there any other restrictions of recorded covenants?  yes  no  
Describe: \_\_\_\_\_  
\_\_\_\_\_
- G. Are there any restrictive rights?  yes  no  
Explain how they would affect usage: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Zoning**

- A. How is this property zoned?  Residential  Commercial  Manufacturing  
 Other \_\_\_\_\_
- B. Is a zoning change pending?  yes  no
- C. Is a zoning change necessary for the church to use the land as intended?  yes  no

## Soil Conditions

- A. Is soil adequate to support proposed buildings?  yes  no  
Attach written findings of a professional to this application.
- B. Will there be adequate drainage of the land after all proposed buildings and hard surfaces are constructed?  yes  no
- C. What are bedrock elevations? \_\_\_\_\_
- D. It is desirable that there be some slope to the land, preferably up from the road. Describe the drainage pattern and the groundwater table:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Sewers

- A. Will the present storm sewers be adequate?  yes  no
- B. If not, how much will it cost to install sewers or other structures for adequate drainage?  yes  no
- C. Is public sewer available?  yes  no
- D. If so, may we tap into it?  yes  no
- E. What will it cost to connect and run the necessary lines? \$ \_\_\_\_\_  yes  no
- F. If there is no public sewer, a septic system must be installed. Has the soil passed a percolation test? If so, attach a copy of the results.  yes  no
- G. What kind of system would be required for sewage disposal? \_\_\_\_\_  
How much will it cost? \$ \_\_\_\_\_
- H. How much land will be required for this system? (Show this to scale on the site plan.)
- I. Will any retention pond areas be required to hold run off water? (Show this to scale on the site plan.)  yes  no

## Public Utilities

- A. Is drinking water available?  yes  no
- B. If so, will you be able to tap into it?  yes  no
- C. What will it cost to connect and run the necessary lines? \$ \_\_\_\_\_
- D. If not, will a well need to be drilled?  yes  no
- F. What will be the cost of drilling a well and installing a pumping station system? \$ \_\_\_\_\_

## Natural or Propane Gas

- A. Is gas going to be installed on the property?  yes  no  
If no, skip the rest of this section.
- B. If yes, what type will be used?  public  propane
- C. If public, what is the cost to connect and run the necessary lines? \$ \_\_\_\_\_

## Electrical Power

- A. Is public electricity available?  yes  no
- B. If so, will you be able to connect to it?  yes  no
- C. Is there enough power close by to supply all your electrical needs?  yes  no
- D. What type of service is available?  Overhead  Underground

## Telephone/Internet

- A. Is public telephone service available? Who? \_\_\_\_\_  yes  no
- B. Is internet service available? Carrier? \_\_\_\_\_  yes  no

## Roadways

- A. Are there any federal, state, county, or city requirements which must be met to connect a driveway to the public highway, road, or street?  yes  no  
If yes, describe. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- B. Will additional land be dedicated for a right-of-way?  yes  no
- C. Will the street be widened?  yes  no  
If yes, when?  
At what cost? \$ \_\_\_\_\_
- D. Are culverts necessary?  yes  no  
If yes, what type?  
How much to install? \$ \_\_\_\_\_
- E. Will it be necessary to install a deceleration pull-off lane and curbing?  yes  no  
If yes, what length will it be? \_\_\_\_\_
- F. What is the off-street parking requirement if needed (State ratio and size; Note: 3:1 is realistic for growth)? \_\_\_\_\_  
\_\_\_\_\_
- G. What, if any, are the measurement requirements for parking?  
\_\_\_\_\_  
Attach a plot plan showing the proposed location of the parking.
- H. Are a hard surface and curbs required for parking?  yes  no  
If so, how much hard surface for parking? \_\_\_\_\_  
If not, what kind of surface is acceptable? \_\_\_\_\_
- I. Are landscaping and irrigation required?  yes  no

## Regulatory Matters

- A. Are there any city, county, or state moratoriums that would delay construction?  yes  no  
Explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. Are building permits available now and at the expected time of construction?  yes  no

Explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C. What is the anticipated cost of a building permit? \$ \_\_\_\_\_

D. What are the anticipated costs of the impact fees? \$ \_\_\_\_\_

E. Will your intended use win an environmental impact permit (if required)?  yes  no

F. What site development and construction plans will be required to comply with all environmental regulations? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Signatures

We have completed the above Application for the purpose of purchasing land. We understand the District DPB and DAB may rely on the accuracy of the above financial and other information contained herein when deciding whether or not to approve our request. We declare the information contained in this application to be true and accurate to the best of our knowledge and understanding. We have withheld no information relative to this land purchase which would adversely affect its value.

\_\_\_\_\_  
Signature Senior/Lead Pastor

\_\_\_\_\_  
Local Church Secretary/Treasurer/or Trustee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# REQUEST FOR LAND PURCHASE APPROVAL FORM

After obtaining the signatures required, you may email this form to: [info@floridanaz.com](mailto:info@floridanaz.com) or you may FAX (863-648-2710) or mail to the district office at, Florida District Church of the Nazarene, 4720 Cleveland Heights Blvd, Suite 301, Lakeland, FL 33813.

**Please record the Church Board's vote for recommending the land purchase to the church membership:**

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

Church Address: \_\_\_\_\_  
\_\_\_\_\_

Date of Board Vote: \_\_\_\_\_ Number of ballots cast: \_\_\_\_\_

Totals: Approve \_\_\_\_\_ Disapprove \_\_\_\_\_ Abstain \_\_\_\_\_

Signature of Church Secretary: \_\_\_\_\_  
date

Print name of Church Secretary: \_\_\_\_\_

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

Print name of Pastor: \_\_\_\_\_

## DISTRICT PROPERTIES BOARD

- Approval granted to proceed with purchasing the land as outlined and presented to the District Properties Board.
  
- Approval granted to proceed with purchasing the land as outlined and presented to the District Properties Board, contingent upon the following: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Request for approval denied for the following reason(s) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of DPB Chairperson: \_\_\_\_\_

Date

Print name of DPB Chairperson: \_\_\_\_\_

### CHURCH MEMBERSHIP

Please record the Church membership vote for recommending this land purchase to the church membership:

Date of Church vote: \_\_\_\_\_

Number of ballots cast: \_\_\_\_\_ Totals: Approve \_\_\_\_\_ Disapprove \_\_\_\_\_

Signature of Church Secretary: \_\_\_\_\_

date

Print name of Church Secretary: \_\_\_\_\_

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

date

Print name of Pastor: \_\_\_\_\_

### FINAL APPROVAL

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

Date

**Note: Only after you receive this "Request for Land Purchase Approval Form" with the District Superintendent's signature will the request be considered approved.**



**DISTRICT CHURCH PROPERTIES BOARD  
FLORIDA DISTRICT CHURCH OF THE NAZARENE**

**4720 CLEVELAND HEIGHTS BLVD.  
SUITE 301  
LAKELAND, FLORIDA 33813**

**REQUEST FOR APPROVAL TO  
SELL CHURCH PROPERTY**

**REQUEST TO SELL  
CHURCH PROPERTY FORM**

**SUBMITTED TO FLORIDA DISTRICT PROPERTIES BOARD**

**CHURCH NAME:**

---

**DATE REQUEST SUBMITTED:**

---

# INSTRUCTIONS

## REQUEST TO SELL CHURCH PROPERTY

The following form and related information make up the material for this request for approval to sell property. Thorough completion of this form is not only essential in seeking approval of the DPB, 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 request.
2. Compliance with the current Manual of the Church of the Nazarene is required.
3. Mail, email or fax this application to the District Properties Board (DPB) for its review. Be sure to include the following:
  - a. Pastor's Report Form.
  - b. Treasurer's Reports. Current plus year-end reports for three (3) fiscal years prior.
  - c. Approval of Church Board. See "Approval" page at the end of this document. There is no need to submit the approval form if this submission is exploratory in nature.
4. Send completed application to the DPB. Be sure to include the following:
  - Copy of appraisal
  - Copy of purchase offer
5. Following its review, the DPB will send written notification of its decision to the church. The church may then proceed with the vote of the membership on this request.
6. 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 before the sale of church property can be finalized.**
7. It is recommended that the local church secure the counsel of an attorney throughout these negotiations with the buyer.

# PASTOR'S REPORT FORM

## DISTRICT CHURCH PROPERTIES BOARD

**FLORIDA DISTRICT  
CHURCH OF THE NAZARENE**  
4720 CLEVELAND HEIGHTS BLVD. STE 301  
LAKELAND, FL 33813  
OFFICE: 863-644-9331 FAX: 863-648-2710  
EMAIL: [info@floridanaz.com](mailto:info@floridanaz.com)

If you need additional space to answer any questions, please attach another page.

### Church Information

- |   |   |
|---|---|
| 1. Church Name _____  | 10. Sunday AM attendance last 3 years:<br>20____ 20____ 20____<br>_____                         |
| 2. Address _____<br>City _____ State _____<br>Zip _____   | 11. Giving for all purposes last 3 years:<br>20____ 20____ 20____<br>\$ _____ \$ _____ \$ _____ |
| 3. Telephone # _____  | 12. Baptisms reported in year-end report.<br>20____ 20____ 20____<br>_____                      |
| 4. Church email _____   |   |
| 5. Pastor's email _____   |   |
| 6. Primary contact _____<br>Telephone (daytime) _____<br>Telephone (night) _____<br>Email _____ |   |
| 7. Pastor's Name _____  |   |
| 8. Years with this church _____   |   |
| 9. Year church was organized _____  |   |

**Financial Information**

Year	Giving for all purposes	Year-end balance (all accounts)	Budgets Paid in Full yes/no
_____	\$ _____	\$ _____	_____
_____	\$ _____	\$ _____	_____
_____	\$ _____	\$ _____	_____

Value of all Existing Real Estate: \$ \_\_\_\_\_ Property insured: yes/no \_\_\_\_\_

All Current Church Debt: \$ \_\_\_\_\_ Current Monthly Payment Toward Debt: \$ \_\_\_\_\_

**Action Proposed**

- Sale of Property
- Major Addition/Remodel?
- Land Purchase
- Purchases of Real Estate
- Lease of Property/Rental of Church Property
- New Construction
- New Mortgage/Loan
- Refinance Existing Loan

General Description of Proposal:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If requesting new debt, describe Capital Campaign Strategy:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Project Awareness (Who is Aware of Proposal)**

- Pastor Only
- Pastor/Church Board
- Congregation
- Spoken with District Superintendent

Additional Information:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Pastor's Signature

\_\_\_\_\_  
Date

# REQUEST TO SELL PROPERTY APPLICATION FORM

## DISTRICT PROPERTIES BOARD

**FLORIDA DISTRICT  
CHURCH OF THE NAZARENE**  
4720 CLEVELAND HEIGHTS BLVD. STE 301  
LAKELAND, FL 33813  
OFFICE: 863-644-9331 FAX: 863-648-2710  
EMAIL: [info@floridanaz.com](mailto:info@floridanaz.com)

If you need additional space to answer any questions, please attach another page.

### General Information

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Name of contact person: 1. \_\_\_\_\_ 2. \_\_\_\_\_

Phone # on contact person 1: \_\_\_\_\_ Email address: \_\_\_\_\_

Phone # on contact person 2: \_\_\_\_\_ Email address: \_\_\_\_\_

Pastor's name: \_\_\_\_\_ Phone # \_\_\_\_\_

### Indicate the nature of this request

- To obtain approval to sell property (the terms of the sale are substantially negotiated).
  - Please check this box if this is an update of a request submitted earlier.
- Exploratory only (Buyer not specified, terms yet to be negotiated).

### Reason of this request

---

---

---

---

**Details of the property sale**

- A. Description of the property you wish to sell: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- B. Reasons for wanting to sell: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- C. Provisions for replacement of these facilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Costs of the sale**

- A. What is the selling price? \$ \_\_\_\_\_
- B. What is the appraisal price? \$ \_\_\_\_\_
- C. Will the property be sold through a real estate agency?  yes  no
- D. What commission will the church pay on the sale? \_\_\_\_\_ % \$ \_\_\_\_\_
- E. What will be the total of other selling costs? \$ \_\_\_\_\_
- F. What will be the net proceeds to the church? \$ \_\_\_\_\_
- G. Is there a prepayment penalty clause?  yes  no
- H. What is the outstanding indebtedness against this property? \$ \_\_\_\_\_
- I. Does the church have a bona fide purchase offer? If so, attach copy.  yes  no

**Signatures**

We have completed the above Application for the purpose of procuring the sale of property. We understand the District DPB and DAB may rely on the accuracy of the above financial and other information contained herein when deciding whether or not to approve the sale. We declare the information contained in this application to be true and accurate to the best of our knowledge and

understanding. We have withheld no information relative to the sale of the property which would adversely affect its value.

\_\_\_\_\_  
Signature Senior/Lead Pastor

\_\_\_\_\_  
Local Church Secretary/Treasurer/or Trustee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# REQUEST TO SELL PROPERTY APPROVAL FORM

After obtaining the signatures required, you may email this form to: [info@floridanaz.com](mailto:info@floridanaz.com) or you may FAX (863-648-2710) or mail to the district office at, Florida District Church of the Nazarene, 4720 Cleveland Heights Blvd, Suite 301, Lakeland, FL 33813.

**Please record the Church Board's vote for recommending this sale of property to the church membership:**

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

Church Address: \_\_\_\_\_  
\_\_\_\_\_

Date of Board Vote: \_\_\_\_\_ Total of ballots cast: \_\_\_\_\_

Totals: Approve \_\_\_\_\_ Disapprove \_\_\_\_\_ Abstain \_\_\_\_\_

Signature of Church Secretary: \_\_\_\_\_  
date

Print name of Church Secretary: \_\_\_\_\_

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

Print name of Pastor: \_\_\_\_\_

## DISTRICT PROPERTIES BOARD

Approval granted to proceed with selling property as outlined and presented to the District Properties Board.

Approval granted to proceed with selling property as outlined and presented to the District Properties Board, contingent upon the following: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Request for approval denied for the following reason(s) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of DPB Chairperson: \_\_\_\_\_ Date \_\_\_\_\_

Print name of DPB Chairperson: \_\_\_\_\_

### CHURCH MEMBERSHIP

Please record the Church membership vote for recommending this sale of property to the church membership:

Date of Church vote: \_\_\_\_\_

Number of ballots cast: \_\_\_\_\_ Totals: Approve \_\_\_\_\_ Disapprove \_\_\_\_\_

Signature of Church Secretary: \_\_\_\_\_ date \_\_\_\_\_

Print name of Church Secretary: \_\_\_\_\_

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

Print name of Pastor: \_\_\_\_\_

### FINAL APPROVAL

Signature of the District Superintendent: \_\_\_\_\_ Date \_\_\_\_\_

**Note: Only after you receive this "Request to Sell Property Approval Form" with the District Superintendent's signature will the request be considered approved.**

**DISTRICT CHURCH PROPERTIES BOARD  
FLORIDA DISTRICT CHURCH OF THE NAZARENE**

**4720 CLEVELAND HEIGHTS BLVD.  
SUITE 301  
LAKELAND, FLORIDA 33813**

**REQUEST FOR APPROVAL TO  
BUILD/REMODEL CONCEPTUAL PHASE**

**REQUEST TO BUILD/REMODEL  
CONCEPTUAL PHASE  
FORM**

**SUBMITTED TO FLORIDA DISTRICT PROPERTIES BOARD**

**CHURCH NAME:**

---

**DATE REQUEST SUBMITTED:**

---

# INSTRUCTIONS

## REQUEST TO BUILD/REMODEL CONCEPTUAL PHASE

The following form and related information make up the material for this request for proposal to build/remodel. Thorough completion of this form is not only essential in seeking approval of the DPB, 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.  
**Note:** Normally, such Church Board approval rests upon its thorough review of the financial, environmental, legal (e.g. zoning, right-of-way, etc.), and ministry purpose before proceeding with submitting this request. However, upon its review of the request for approval of the concept, the DPB may find that some aspects related to the feasibility of the endeavor may need further consideration. For this reason, the DPB may decline approval altogether or may grant conditional approval with the requirement that the outcome of attending to the conditions attached to approval result, in the estimation of the DPB, in findings that favor the feasibility and potential success of the project.
2. This form is to be completed by the church which is planning to: (a) build a structure, (b) add to an existing structure, (c) do major remodeling, or (d) construct a site amenity, such as a parking lot or recreational area.
3. The Request for Approval to Build/Remodel is a two-part application: The first part is the Planning/Conceptual Phase; and second part is the Request for either Remodel or for Construction. The first part is to be approved by the DPB before submission of the second part. Both parts of this application process must be completed and final approval given prior to the commencement of construction.
4. Complete this application (Conceptual Phase) and submit it to the District Properties Board (DPB). Be sure to include the following:
  - Preliminary plans and specifications of proposed remodeled area(s) and/or new construction.
  - Survey, including topography and location of utilities, of building lot (if current lot, a survey may not be necessary, though location of utilities and topography will be)
  - Treasurer's Reports-Current plus year-end for prior three (3) years.
  - Copy of proposed contract with Architect/Engineer/other professional, if applicable.
5. Mail, email or fax this application to the District Properties Board (DPB) for its review. Be sure to include the following:
  - a. Pastor's Report Form.
  - b. Treasurer's Reports. Current year plus year-end reports for three (3) fiscal years prior.
  - c. Approval of Church Board. See "Approval" page at the end of this document. There is no need to submit the approval form if this submission is exploratory in nature.

6. Following its review, the DPB will send written notification of its decision to the church. The church may then proceed with the vote of the membership on this phase of the project.
7. Steps of this application must be followed. If a face-to-face meeting is requested, at least two persons (one can be the pastor) from the church be present for the presentation.

# PASTOR'S REPORT FORM

## DISTRICT CHURCH PROPERTIES BOARD

**FLORIDA DISTRICT  
CHURCH OF THE NAZARENE**  
4720 CLEVELAND HEIGHTS BLVD. STE 301  
LAKELAND, FL 33813  
OFFICE: 863-644-9331 FAX: 863-648-2710  
EMAIL: [info@floridanaz.com](mailto:info@floridanaz.com)

If you need additional space to answer any questions, please attach another page.

### Church Information

1. Church Name \_\_\_\_\_
2. Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_  
Zip \_\_\_\_\_
3. Telephone # \_\_\_\_\_
4. Church email \_\_\_\_\_
5. Pastor's email \_\_\_\_\_
6. Primary contact \_\_\_\_\_  
Telephone (daytime) \_\_\_\_\_  
Telephone (night) \_\_\_\_\_  
Email \_\_\_\_\_
7. Pastor's Name \_\_\_\_\_
8. Years with this church \_\_\_\_\_
9. Year church was organized \_\_\_\_\_
10. Sunday AM attendance last 3 years:  
20\_\_\_\_ 20\_\_\_\_ 20\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
11. Giving for all purposes last 3 years:  
20\_\_\_\_ 20\_\_\_\_ 20\_\_\_\_  
\$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_
12. Baptisms reported in year-end report.  
20\_\_\_\_ 20\_\_\_\_ 20\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Financial Information**

Year	Giving for all purposes	Year-end balance (all accounts)	Budgets Paid in Full yes/no
_____	\$ _____	\$ _____	_____
_____	\$ _____	\$ _____	_____
_____	\$ _____	\$ _____	_____

Value of all Existing Real Estate: \$ \_\_\_\_\_ Property insured: yes/no \_\_\_\_\_

All Current Church Debt: \$ \_\_\_\_\_ Current Monthly Payment Toward Debt: \$ \_\_\_\_\_

**Action Proposed**

- Sale of Property
- Major Addition/Remodel?
- Land Purchase
- Purchases of Real Estate
- Lease of Property/Rental of Church Property
- New Construction
- New Mortgage/Loan
- Refinance Existing Loan

General Description of Proposal:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If requesting new debt, describe Capital Campaign Strategy:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Project Awareness (Who is Aware of Proposal)**

- Pastor Only
- Pastor/Church Board
- Congregation
- Spoken with District Superintendent

Additional Information:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Pastor's Signature

\_\_\_\_\_  
Date

# REQUEST TO BUILD/REMODEL CONCEPTUAL PHASE APPLICATION FORM

## DISTRICT PROPERTIES BOARD

**FLORIDA DISTRICT  
CHURCH OF THE NAZARENE**  
4720 CLEVELAND HEIGHTS BLVD. STE 301  
LAKELAND, FL 33813  
OFFICE: 863-644-9331 FAX: 863-648-2710  
EMAIL: [info@floridanaz.com](mailto:info@floridanaz.com)

If you need additional space to answer any questions, please attach another page.

### General Information

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Name of contact person: 1. \_\_\_\_\_ 2. \_\_\_\_\_

Phone # on contact person 1: \_\_\_\_\_ Email address: \_\_\_\_\_

Phone # on contact person 2: \_\_\_\_\_ Email address: \_\_\_\_\_

Pastor's name: \_\_\_\_\_ Phone # \_\_\_\_\_

## PRELIMINARY

### Indicate the nature of this request

- To obtain approval to Build/Remodel Conceptual Phase (Terms of the land purchase is substantially negotiated).
  - Please check this box if this is an update of a request submitted earlier.
- Exploratory only (terms yet to be negotiated).

**Purpose of this request**

---

---

---

**Project Description**

A. Describe Project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. Projected completion date: \_\_\_\_\_

**Remodel, Work to be Done: (complete this section, only if applicable)**

A. How will the proposed remodeling affect the present building?

---

---

---

B. What is the proposed use of the remodeled area(s)? \_\_\_\_\_

---

---

---

C. Attach drawings showing the complete existing plan and the remodeled area(s).

**New Construction: (complete this section, only if applicable)**

A. Check type(s) of proposed building:

- |   |  |
|---|--|
| <input type="checkbox"/> Church Building                      | <input type="checkbox"/> Shop                    |
| <input type="checkbox"/> Educational Building                 | <input type="checkbox"/> Prefab Classroom        |
| <input type="checkbox"/> Combined Church/Educational Building | <input type="checkbox"/> Site Work               |
| <input type="checkbox"/> Minister's Residence                 | <input type="checkbox"/> Paving/Parking          |
| <input type="checkbox"/> Recreational (Building)              | <input type="checkbox"/> Recreational (Outdoors) |
| <input type="checkbox"/> Garage                               | <input type="checkbox"/> Other _____             |

B. How will this new construction be used? \_\_\_\_\_

---

---

---



C. Attach preliminary set of plans and specifications.

**Building Lot:**

A. Where will you build? \_\_\_\_\_  
\_\_\_\_\_

B. What is the size of the building lot? \_\_\_\_\_

C. How many feet is the frontage? \_\_\_\_\_

D. Will you have soil tests and borings made?

Before proceeding with the design?  yes  no

For your architect/engineer to evaluate?  yes  no

E. Attach a survey, including topography and location of utilities, to this application.

**Professional Services:**

A. Name and address of registered architect/engineer/other professional whose services you plan to secure: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. Attach a copy of the proposed contract which must be approved by the DPB prior to signing the agreement. This contract is considered part of the building program.

C. List similar projects this professional has successfully completed within the last five(5) years:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

D. What will the fee be? Please give both actual and percent.

\$ \_\_\_\_\_ %

E. Will professional provide plans/specifications for competitive bidding?  yes  no

F. If not, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

G. Will services be furnished by professional during construction?  yes  no

H. Does professional carry errors/omissions liability insurance?  yes  no  
If yes, what is the amount? \$ \_\_\_\_\_

**Financial Data:**

**Church Mortgage:**

A. Is church property presently mortgaged?  yes  no

B. If so, with whom? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C. When was the mortgage taken out? \_\_\_\_\_

D. At what interest rate? \_\_\_\_\_

E. What are the monthly payments? \$ \_\_\_\_\_

F. What is the amount of the unpaid balance? \$ \_\_\_\_\_

G. Will a new loan require refinancing the present indebtedness?  yes  no

**Assets:**

A. What is the present real estate value of the church property? \$ \_\_\_\_\_

B. What has been the total income of your church in the past five (5) years?

Year _____	Income \$ _____
Year _____	Income \$ _____
Year _____	Income \$ _____
Year _____	Income \$ _____
Year _____	Income \$ _____

C. What is the projected income for the next three (3) years?

Year _____	Income \$ _____
Year _____	Income \$ _____
Year _____	Income \$ _____

D. What is the present balance in all checking and savings accounts? \$ \_\_\_\_\_

E. How much of these funds are designated? \$ \_\_\_\_\_

**Liabilities:**

A. Has the district and general church obligations been paid in full for the past three (3) years?  
 yes       no

B. If no, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C. How much has been paid this fiscal year? \$ \_\_\_\_\_

D. What is the church's total current indebtedness? \$ \_\_\_\_\_

**SUMMARY OF FUNDS AVAILABLE FOR BUILDING/REMODELING**

A. Cash in building fund: \$ \_\_\_\_\_

B. Pledges to be paid prior to completion of construction  
enter (80%): \$ \_\_\_\_\_

C. Permanent loan available (based on written commitment): \$ \_\_\_\_\_

D. Sale of property (based on actual sale, contract, or  
professional appraisal): \$ \_\_\_\_\_

E. Payments made on land, improvements, architects,  
real estate, appraisal fee, attorney fees, etc.: \$ \_\_\_\_\_

F. Memorial gifts (realistic goal): \$ \_\_\_\_\_

G. Funds from trusts and/or wills: \$ \_\_\_\_\_

**Total Anticipated Funds:** \$ \_\_\_\_\_

**Less current debts (principal and interest)** \$ \_\_\_\_\_

**TOTAL BUILDING/CONSTRUCTION PROJECT BUDGET** \$ \_\_\_\_\_

**Signatures**

We have completed the above Application for Build/Remodel Conceptual Phase Request. We understand the District DPB and DAB may rely on the accuracy of the above financial and other information contained herein when deciding whether or not to approve our request. We declare the information contained in

this application to be true and accurate to the best of our knowledge and understanding. We have withheld no information relative to this request which would adversely affect its value.

\_\_\_\_\_  
Signature Senior/Lead Pastor

\_\_\_\_\_  
Local Church Secretary/Treasurer/or Trustee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# REQUEST FOR BUILD/REMODEL CONCEPTUAL PHASE APPROVAL FORM

After obtaining the signatures required, you may email this form to: [info@floridanaz.com](mailto:info@floridanaz.com) or you may FAX (863-648-2710) or mail to the district office at, Florida District Church of the Nazarene, 4720 Cleveland Heights Blvd, Suite 301, Lakeland, FL 33813.

**Please record the Church Board's vote for recommending the Build/Remodel Conceptual Phase to the church membership:**

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

Church Address: \_\_\_\_\_  
\_\_\_\_\_

Date of Board Vote: \_\_\_\_\_ Number of ballots cast: \_\_\_\_\_

Totals: Approve \_\_\_\_\_ Disapprove \_\_\_\_\_ Abstain \_\_\_\_\_

Signature of Church Secretary: \_\_\_\_\_  
date

Print name of Church Secretary: \_\_\_\_\_

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

Print name of Pastor: \_\_\_\_\_

## DISTRICT PROPERTIES BOARD

Approval granted to proceed with the Build/Remodel Conceptual Phase as outlined and presented to the District Properties Board.

Approval granted to proceed with the Build/Remodel Conceptual Phase as outlined and presented to the District Properties Board, contingent upon the following:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Request for approval denied for the following reason(s) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of DPB Chairperson: \_\_\_\_\_ Date \_\_\_\_\_  
Print name of DPB Chairperson: \_\_\_\_\_

**CHURCH MEMBERSHIP**

Please record the Church membership vote for recommending this Build/Remodel Conceptual Phase to the church membership:

Date of Church vote: \_\_\_\_\_

Number of ballots cast: \_\_\_\_\_ Totals: Approve \_\_\_\_\_ Disapprove \_\_\_\_\_

Signature of Church Secretary: \_\_\_\_\_ date \_\_\_\_\_

Print name of Church Secretary: \_\_\_\_\_

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

Print name of Pastor: \_\_\_\_\_

**FINAL APPROVAL**

Signature of the District Superintendent: \_\_\_\_\_ Date \_\_\_\_\_

**Note: Only after you receive this "Request for Build/Remodel Conceptual Phase Approval Form" with the District Superintendent's signature will the request be considered approved.**

**DISTRICT CHURCH PROPERTIES BOARD  
FLORIDA DISTRICT CHURCH OF THE NAZARENE**

**4720 CLEVELAND HEIGHTS BLVD.  
SUITE 301  
LAKELAND, FLORIDA 33813**

**REQUEST FOR APPROVAL FOR  
BUILD/CONSTRUCTION**

**REQUEST TO BUILD/  
CONSTRUCTION FORM**

**SUBMITTED TO FLORIDA DISTRICT PROPERTIES BOARD**

**CHURCH NAME:**

---

**DATE REQUEST SUBMITTED:**

---

# INSTRUCTIONS

## REQUEST TO BUILD/CONSTRUCTION

The following form and related information make up the material for this request for approval for build/construction. Thorough completion of this form is not only essential in seeking approval of the DPB, 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 request.
2. Compliance with the current Manual of the Church of the Nazarene is required.
3. The Request for Approval to Build/Remodel is a two-part application: The first part is the Planning/Conceptual Phase; and second part is the Request for either Remodel or for Construction. The first part is to be approved by the DPB before submission of the second part. Both parts of this application process must be completed and final approval given prior to the commencement of construction.
4. Mail, email or fax this application to the District Properties Board (DPB) for its review. Be sure to include the following:
  - a. Pastor's Report Form.
  - b. Treasurer's Reports. Current plus year-end reports for three (3) fiscal years prior.
  - c. Approval of Church Board. See "Approval" page at the end of this document. There is no need to submit the approval form if this submission is exploratory in nature.
4. Send completed application to the DPB. Be sure to include the following:
  - Final plans and specifications of proposed build/construction area(s).
  - Updated financial, fund-raising, and loan source data (use loan approval form).
  - Copy of signed contract with builder/contractor.
5. Following its review, the DPB will send written notification of its decision to the church. The church may then proceed with the vote of the membership on this request.
6. 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 before the build/construction can be finalized.**
7. **Agreements Prior to Approval.** In the negotiating process, it is sometimes necessary to enter into "tentative agreements" in order to successfully move the negotiations forward to the point of decision.



In such cases, no agreement is to be entered into by the church unless and except it includes the following statement:

*“..... pending the final approval of the Florida District Properties Board and favorable vote of the congregation.”*

There are significant legal consequences to signing any agreements, even with this phrase attached. For example, church leadership may conclude that the agreement is not in the best interest of the church even though all approvals have been properly secured (the vote of the congregation and DPB approval to proceed do not mandate the action so approved, but only authorizes it). Therefore, extreme caution is urged with respect to any form of agreement entered into prior to final approval.

# PASTOR'S REPORT FORM

## DISTRICT CHURCH PROPERTIES BOARD

**FLORIDA DISTRICT  
CHURCH OF THE NAZARENE**  
4720 CLEVELAND HEIGHTS BLVD. STE 301  
LAKELAND, FL 33813  
OFFICE: 863-644-9331 FAX: 863-648-2710  
EMAIL: [info@floridanaz.com](mailto:info@floridanaz.com)

If you need additional space to answer any questions, please attach another page.

### Church Information

- |   |  |
|---|--|
| 1. Church Name _____  | 10. Sunday AM attendance last 3 years:<br>20____ 20____ 20____<br>_____                      |
| 2. Address _____<br>City _____ State _____<br>Zip _____   | 11. Giving for all purposes last 3 years:<br>20____ 20____ 20____<br>\$_____ \$_____ \$_____ |
| 3. Telephone # _____  | 12. Baptisms reported in year-end report.<br>20____ 20____ 20____<br>_____                   |
| 4. Church email _____   |  |
| 5. Pastor's email _____   |  |
| 6. Primary contact _____<br>Telephone (daytime) _____<br>Telephone (night) _____<br>Email _____ |  |
| 7. Pastor's Name _____  |  |
| 8. Years with this church _____   |  |
| 9. Year church was organized _____  |  |

**Financial Information**

Year	Giving for all purposes	Year-end balance (all accounts)	Budgets Paid in Full yes/no
_____	\$ _____	\$ _____	_____
_____	\$ _____	\$ _____	_____
_____	\$ _____	\$ _____	_____

Value of all Existing Real Estate: \$ \_\_\_\_\_ Property insured: yes/no \_\_\_\_\_

All Current Church Debt: \$ \_\_\_\_\_ Current Monthly Payment Toward Debt: \$ \_\_\_\_\_

**Action Proposed**

- Sale of Property
- Major Addition/Remodel?
- Land Purchase
- Purchases of Real Estate
- Lease of Property/Rental of Church Property
- New Construction
- New Mortgage/Loan
- Refinance Existing Loan

General Description of Proposal:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If requesting new debt, describe Capital Campaign Strategy:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Project Awareness (Who is Aware of Proposal)**

- Pastor Only
- Pastor/Church Board
- Congregation
- Spoken with District Superintendent

Additional Information:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Pastor's Signature

\_\_\_\_\_  
Date

# REQUEST TO BUILD/CONSTRUCTION APPLICATION FORM

## DISTRICT PROPERTIES BOARD

**FLORIDA DISTRICT  
CHURCH OF THE NAZARENE**  
4720 CLEVELAND HEIGHTS BLVD. STE 301  
LAKELAND, FL 33813  
OFFICE: 863-644-9331 FAX: 863-648-2710  
EMAIL: [info@floridanaz.com](mailto:info@floridanaz.com)

If you need additional space to answer any questions, please attach another page.

### General Information

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Name of contact person: 1. \_\_\_\_\_ 2. \_\_\_\_\_

Phone # on contact person 1: \_\_\_\_\_ Email address: \_\_\_\_\_

Phone # on contact person 2: \_\_\_\_\_ Email address: \_\_\_\_\_

Pastor's name: \_\_\_\_\_ Phone # \_\_\_\_\_

### Indicate the nature of this request

To obtain approval to build/construction. (Terms of the land purchase is substantially negotiated).

Please check this box if this is an update of a request submitted earlier.

Exploratory only (terms yet to be negotiated).

### Purpose of this request to remodel facility

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Regulations:**

- A. Do your proposed building plans meet local/state/federal/building, plumbing, fire, safety, health, and environmental codes?  yes  no
- B. Do the plans and specifications satisfy building codes?  yes  no
- C. Have building/fire officials approved the plans for a building permit?  yes  no

**Costs:**

- A. Have you considered the move-in costs?  yes  no
- B. Have you considered the increased utility and maintenance costs?  yes  no

**Actual costs:**

A. Construction Contract (including bonds and insurance): \$ \_\_\_\_\_

B. Fees for Professional Services:

- 1. Architect \$ \_\_\_\_\_
  - 2. Acoustical Consultant \$ \_\_\_\_\_
  - 3. Attorney \$ \_\_\_\_\_
  - 4. Survey Engineer \$ \_\_\_\_\_
  - 5. Soil Analysis \$ \_\_\_\_\_
  - 6. Other \_\_\_\_\_ \$ \_\_\_\_\_
- Total \$ \_\_\_\_\_

C. Land costs (including real estate fees, appraisal fees, Impact fees, and other related expenses): \$ \_\_\_\_\_

D. Sitework:

- 1. Grading \$ \_\_\_\_\_
  - 2. Drainage \$ \_\_\_\_\_
  - 3. Utilities \$ \_\_\_\_\_
  - 4. Other \_\_\_\_\_ \$ \_\_\_\_\_
- Total \$ \_\_\_\_\_

E. Landscape Planting: \$ \_\_\_\_\_

F. Parking and Drives: \$ \_\_\_\_\_

G. Furniture, Carpet, and Window Treatments: \$ \_\_\_\_\_

H. Stained Glass and Art: \$ \_\_\_\_\_

- I. Sound System, TV System, Production and Recording (including engineering and Installation) \$ \_\_\_\_\_
- J. Special Lighting and Stage Lighting: \$ \_\_\_\_\_
- K. Interest during Construction: \$ \_\_\_\_\_
- L. Other expenses not included in the above: \$ \_\_\_\_\_
- PROJECT SUB-TOTAL** \$ \_\_\_\_\_
- M. Contingencies/Miscellaneous Expenses (allow 6%-10% of sub-total with detailed plans) (allow 10% of sub-total without detailed plans) \$ \_\_\_\_\_
- N. Allowance for Unforeseen (allow 15% of sub-total without detailed plans) \$ \_\_\_\_\_
- PROJECT TOTAL** \$ \_\_\_\_\_

### Proposed Loan

- A. How much will the payments of interest and principal affect your present church budget? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- B. Can the payments be absorbed by your present income with your present commitments?  yes  no
- C. Will ministry be able to be conducted at the same level?  yes  no
- D. Will it be necessary to raise additional funds to repay this loan?  yes  no
- E. If yes, explain what plans have been made for this:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Note: A loan application form must be filled out if getting a loan or refinancing.

- F. In your opinion, is this loan practical?  yes  no

G. Why do you feel it is or is not? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

H. Give other pertinent details, guarantees, or conditions of loan (if any):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Update on Funds Available for Building/Construction**

- A. Cash in building fund: \$ \_\_\_\_\_
  - B. Pledges to be paid prior to completion of construction  
(enter 80% of pledges made) \$ \_\_\_\_\_
  - C. Permanent loan available (based on written commitment): \$ \_\_\_\_\_
  - D. Sale of property (based on actual sale, contract, or  
professional appraisal): \$ \_\_\_\_\_
  - E. Payments made on land, improvements, architects,  
real estate, appraisal, attorney fees, etc. \$ \_\_\_\_\_
  - F. Memorial Gifts (realistic goal): \$ \_\_\_\_\_
  - G. Funds from trusts, and/or wills: \$ \_\_\_\_\_
  - H. Other Sources: \$ \_\_\_\_\_
- TOTAL ANTICIPATED FUNDS:** \$ \_\_\_\_\_
- Less current debts (principal and interest):** \$ \_\_\_\_\_
- TOTAL BUILDING/CONSTRUCTION PROJECT BUDGET:** \$ \_\_\_\_\_

**Signatures**

We have completed the above Application for the purpose of remodeling. We understand the District DPB and DAB may rely on the accuracy of the above financial and other information contained herein when deciding whether or not to approve our request. We declare the information contained in this



application to be true and accurate to the best of our knowledge and understanding. We have withheld no information relative to the remodel which would adversely affect its value.

\_\_\_\_\_  
Signature Senior/Lead Pastor

\_\_\_\_\_  
Local Church Secretary/Treasurer/or Trustee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# REQUEST FOR BUILDING/CONSTRUCTION APPROVAL FORM

After obtaining the signatures required, you may email this form to: [info@floridanaz.com](mailto:info@floridanaz.com) or you may FAX (863-648-2710) or mail to the district office at, Florida District Church of the Nazarene, 4720 Cleveland Heights Blvd, Suite 301, Lakeland, FL 33813.

**Please record the Church Board's vote for recommending the building/construction to the church membership:**

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

Church Address: \_\_\_\_\_  
\_\_\_\_\_

Date of Board Vote: \_\_\_\_\_ Number of ballots cast: \_\_\_\_\_

Totals: Approve \_\_\_\_\_ Disapprove \_\_\_\_\_ Abstain \_\_\_\_\_

Signature of Church Secretary: \_\_\_\_\_  
date

Print name of Church Secretary: \_\_\_\_\_

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

Print name of Pastor: \_\_\_\_\_

## DISTRICT PROPERTIES BOARD

Approval granted to proceed with the building/construction as outlined and presented to the District Properties Board.

Approval granted to proceed with the building/construction as outlined and presented to the District Properties Board, contingent upon the following: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Request for approval denied for the following reason(s) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of DPB Chairperson: \_\_\_\_\_

Date

Print name of DPB Chairperson: \_\_\_\_\_

### CHURCH MEMBERSHIP

Please record the Church membership vote for recommending this building/construction to the church membership:

Date of Church vote: \_\_\_\_\_

Number of ballots cast: \_\_\_\_\_ Totals: Approve \_\_\_\_\_ Disapprove \_\_\_\_\_

Signature of Church Secretary: \_\_\_\_\_

date

Print name of Church Secretary: \_\_\_\_\_

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

date

Print name of Pastor: \_\_\_\_\_

### FINAL APPROVAL

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

Date

**Note: Only after you receive this "Request for Building/Construction Approval Form" with the District Superintendent's signature will the request be considered approved.**

**DISTRICT CHURCH PROPERTIES BOARD  
FLORIDA DISTRICT CHURCH OF THE NAZARENE**

**4720 CLEVELAND HEIGHTS BLVD.  
SUITE 301  
LAKELAND, FLORIDA 33813**

**REQUEST FOR APPROVAL TO  
REMODEL FACILITY**

**REQUEST TO REMODEL  
FACILITY FORM**

**SUBMITTED TO FLORIDA DISTRICT PROPERTIES BOARD**

**CHURCH NAME:**

---

**DATE REQUEST SUBMITTED:**

---

# INSTRUCTIONS

## REQUEST TO REMODEL FACILITY

The following form and related information make up the material for this request for approval to remodel the facility. Thorough completion of this form is not only essential in seeking approval of the DPB, 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 request.
2. Compliance with the current Manual of the Church of the Nazarene is required.
3. Mail, email or fax this application to the District Properties Board (DPB) for its review. Be sure to include the following:
  - a. Pastor's Report Form.
  - b. Treasurer's Reports. Current plus year-end reports for three (3) fiscal years prior.
  - c. Approval of Church Board. See "Approval" page at the end of this document. There is no need to submit the approval form if this submission is exploratory in nature.
4. Send completed application to the DPB.
5. Following its review, the DPB will send written notification of its decision to the church. The church may then proceed with the vote of the membership on this request.
6. 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 before the remodel of facility can be finalized.**
7. **Agreements Prior to Approval.** In the negotiating process, it is sometimes necessary to enter into "tentative agreements" in order to successfully move the negotiations forward to the point of decision. In such cases, no agreement is to be entered into by the church unless and except it includes the following statement:

*"..... pending the final approval of the Florida District Properties Board and favorable vote of the congregation."*

There are significant legal consequences to signing any agreements, even with this phrase attached. For example, church leadership may conclude that the agreement is not in the best interest of the church even though all approvals have been properly secured (the vote of the congregation and DPB approval to proceed do not mandate the action so approved, but only authorizes it). Therefore, extreme caution is urged with respect to any form of agreement entered into prior to final approval.

# PASTOR'S REPORT FORM

## DISTRICT CHURCH PROPERTIES BOARD

**FLORIDA DISTRICT  
CHURCH OF THE NAZARENE**  
4720 CLEVELAND HEIGHTS BLVD. STE 301  
LAKELAND, FL 33813  
OFFICE: 863-644-9331 FAX: 863-648-2710  
EMAIL: [info@floridanaz.com](mailto:info@floridanaz.com)

If you need additional space to answer any questions, please attach another page.

### Church Information

- |   |   |
|---|---|
| 1. Church Name _____  | 10. Sunday AM attendance last 3 years:<br>20____ 20____ 20____<br>_____                         |
| 2. Address _____<br>City _____ State _____<br>Zip _____   | 11. Giving for all purposes last 3 years:<br>20____ 20____ 20____<br>\$ _____ \$ _____ \$ _____ |
| 3. Telephone # _____  | 12. Baptisms reported in year-end report.<br>20____ 20____ 20____<br>_____                      |
| 4. Church email _____   |   |
| 5. Pastor's email _____   |   |
| 6. Primary contact _____<br>Telephone (daytime) _____<br>Telephone (night) _____<br>Email _____ |   |
| 7. Pastor's Name _____  |   |
| 8. Years with this church _____   |   |
| 9. Year church was organized _____  |   |

### Financial Information

Year	Giving for all purposes	Year-end balance (all accounts)	Budgets Paid in Full yes/no
_____	\$ _____	\$ _____	_____
_____	\$ _____	\$ _____	_____
_____	\$ _____	\$ _____	_____

Value of all Existing Real Estate: \$ \_\_\_\_\_ Property insured: yes/no \_\_\_\_\_

All Current Church Debt: \$ \_\_\_\_\_ Current Monthly Payment Toward Debt: \$ \_\_\_\_\_

### Action Proposed

- Sale of Property
- Major Addition/Remodel?
- Land Purchase
- Purchases of Real Estate
- Lease of Property/Rental of Church Property
- New Construction
- New Mortgage/Loan
- Refinance Existing Loan

General Description of Proposal:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If requesting new debt, describe Capital Campaign Strategy:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Project Awareness (Who is Aware of Proposal)

- Pastor Only
- Pastor/Church Board
- Congregation
- Spoken with District Superintendent

Additional Information:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Pastor's Signature

\_\_\_\_\_  
Date

# REQUEST TO REMODEL FACILITY APPLICATION FORM

## DISTRICT PROPERTIES BOARD

FLORIDA DISTRICT  
CHURCH OF THE NAZARENE  
4720 CLEVELAND HEIGHTS BLVD. STE 301  
LAKELAND, FL 33813  
OFFICE: 863-644-9331 FAX: 863-648-2710  
EMAIL: [info@floridanaz.com](mailto:info@floridanaz.com)

If you need additional space to answer any questions, please attach another page.

### General Information

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Name of contact person: 1. \_\_\_\_\_ 2. \_\_\_\_\_

Phone # on contact person 1: \_\_\_\_\_ Email address: \_\_\_\_\_

Phone # on contact person 2: \_\_\_\_\_ Email address: \_\_\_\_\_

Pastor's name: \_\_\_\_\_ Phone # \_\_\_\_\_

### Indicate the nature of this request

To obtain approval to remodel facility. (Terms of the land purchase is substantially negotiated).

Please check this box if this is an update of a request submitted earlier.

Exploratory only (terms yet to be negotiated).

### Purpose of this request to remodel facility

---

---

---



**Project Description**

A. Describe Project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. Projected completion date: \_\_\_\_\_

**Details of the remodel**

A. What is the address of the building being remodeled?  
\_\_\_\_\_  
\_\_\_\_\_

B. Foundation and structure. If additional load is being added, has the foundation and structure been checked for load-carrying capacity?  yes  no  Not applicable

C. Interior Walls (existing and new):

Type:

- Load-bearing
- Non-load-bearing
- Portable
- Folding

Materials:

- Wood Studs
- Steel Studs
- Plastered
- Dry Wall
- Paneled
- Textured

Additional notes on interior wall types and materials: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

D. Floor Covering Materials: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E. Heating, Ventilation and Air Conditioning:

1. Will the existing system work well for the revised areas?  yes  no
2. Describe plan for adapting the HVAC to accommodate the remodel proposed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

F. Plumbing:

1. Describe any changes or additions for existing plumbing as a result of the remodel:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

G. Electrical service and lighting:

1. Describe any changes or additions for existing electrical service and lighting as a result of the remodel: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Will the present electrical service handle the changes?  yes  no

H. Fire Suppression:

1. Describe any changes or additions for existing fire suppression systems (sprinklers, in particular) as a result of the remodel: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Has the fire marshal looked at the plans and will give an OK when the final inspection is done?  yes  no

This is one area where you might get a surprise at the end of the remodel.

I. Code Compliance:

1. Have you checked and confirmed that your proposed remodeling is within zoning and local/state/federal building, plumbing, fire, safety, health, and environmental code?  yes  no

**Projected Cost (enter zero if no cost or item not applicable)**

A. Construction Contract (including profit and insurance): \$ \_\_\_\_\_

B. Fees for professional services:

1. Architect	\$ _____
2. Acoustical Consultant	\$ _____
3. Attorney	\$ _____
4. Survey Engineer	\$ _____
5. Soil Analysis	\$ _____
<b>Total</b>	\$ _____

C. Site Development/Adaptations:

1. Grading \$ \_\_\_\_\_  
2. Drainage \$ \_\_\_\_\_  
3. Utilities \$ \_\_\_\_\_  
**Total** \$ \_\_\_\_\_

D. Landscaping: \$ \_\_\_\_\_  
E. Parking and Drives: \$ \_\_\_\_\_  
F. Furniture, Carpet, Window Treatments: \$ \_\_\_\_\_  
G. Stained Glass, Art: \$ \_\_\_\_\_  
H. Sound System, Multi-Media \$ \_\_\_\_\_  
I. Special Lighting \$ \_\_\_\_\_  
J. Interest during Construction: \$ \_\_\_\_\_

**Project Subtotal** \$ \_\_\_\_\_

K. Contingencies/Misc Expense  
(allow 10%) \$ \_\_\_\_\_

**Project Total** \$ \_\_\_\_\_

### Funding the Project

A. How much cash is presently on hand toward the projected cost of this remodel?  
\$ \_\_\_\_\_

B. How much cash do you plan to raise between now and the completion of the project?  
\$ \_\_\_\_\_

Describe your fundraising plan: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C. Will you be securing a loan in order to fund all or a portion of this remodel?  yes  no

D. If yes, please provide the following: (you will also have to fill out a Request for Loan)

1. Amount to be borrowed: \$ \_\_\_\_\_

2. Lender: \_\_\_\_\_

3. Anticipated terms of the loan (interest rate, payment, fees to secure the loan, term of the loan, how the loan will be collateralized, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Can the payments be absorbed by your present income with your present financial commitments?  yes  no

5. Including this loan, what will be the church's total indebtedness? \$ \_\_\_\_\_

6. What is the total church income (tithes/building fund) for the past 3 years? \$ \_\_\_\_\_

Note: 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.

7. Will the loan payment (annualized) result in more than 25% of your current total annual income? \$ \_\_\_\_\_  yes  no

E. Please describe any other aspects with respect to funding this project that you have not described in items A – D above: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please provide any further details and information or disclosures that you believe is pertinent to this request and to the deliberations of the District Properties Board:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signatures**

We have completed the above Application for the purpose of remodeling. We understand the District DPB and DAB may rely on the accuracy of the above financial and other information contained herein when deciding whether or not to approve our request. We declare the information contained in this application to be true and accurate to the best of our knowledge and understanding. We have withheld no information relative to the remodel which would adversely affect its value.

\_\_\_\_\_  
Signature Senior/Lead Pastor

\_\_\_\_\_  
Local Church Secretary/Treasurer/or Trustee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# REQUEST FOR REMODEL APPROVAL FORM

After obtaining the signatures required, you may email this form to: [info@floridanaz.com](mailto:info@floridanaz.com) or you may FAX (863-648-2710) or mail to the district office at, Florida District Church of the Nazarene, 4720 Cleveland Heights Blvd, Suite 301, Lakeland, FL 33813.

**Please record the Church Board's vote for recommending the land purchase to the church membership:**

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

Church Address: \_\_\_\_\_  
\_\_\_\_\_

Date of Board Vote: \_\_\_\_\_ Number of ballots cast: \_\_\_\_\_

Totals: Approve \_\_\_\_\_ Disapprove \_\_\_\_\_ Abstain \_\_\_\_\_

Signature of Church Secretary: \_\_\_\_\_ date

Print name of Church Secretary: \_\_\_\_\_

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

Print name of Pastor: \_\_\_\_\_

## DISTRICT PROPERTIES BOARD

Approval granted to proceed with the remodel as outlined and presented to the District Properties Board.

Approval granted to proceed with the remodel as outlined and presented to the District Properties Board, contingent upon the following: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Request for approval denied for the following reason(s) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of DPB Chairperson: \_\_\_\_\_

Date

Print name of DPB Chairperson: \_\_\_\_\_

### CHURCH MEMBERSHIP

Please record the Church membership vote for recommending this remodel to the church membership:

Date of Church vote: \_\_\_\_\_

Number of ballots cast: \_\_\_\_\_ Totals: Approve \_\_\_\_\_ Disapprove \_\_\_\_\_

Signature of Church Secretary: \_\_\_\_\_

date

Print name of Church Secretary: \_\_\_\_\_

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

date

Print name of Pastor: \_\_\_\_\_

### FINAL APPROVAL

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

Date

**Note: Only after you receive this "Request for Remodel Approval Form" with the District Superintendent's signature will the request be considered approved.**

**DISTRICT CHURCH PROPERTIES BOARD  
FLORIDA DISTRICT CHURCH OF THE NAZARENE**

**4720 CLEVELAND HEIGHTS BLVD.  
SUITE 301  
LAKELAND, FLORIDA 33813**

**REQUEST FOR APPROVAL TO  
LEASE CHURCH-OWNED PROPERTY**

**REQUEST TO  
LEASE CHURCH-OWNED  
PROPERTY FORM**

**SUBMITTED TO FLORIDA DISTRICT PROPERTIES BOARD**

**CHURCH NAME:**

---

**DATE REQUEST SUBMITTED:**

---

# INSTRUCTIONS

## REQUEST TO LEASE CHURCH-OWNED PROPERTY

The following form and related information make up the material for this request for approval to lease church-owned property. Thorough completion of this form is not only essential in seeking approval of the DPB, 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 request.
2. Compliance with the current Manual of the Church of the Nazarene is required.
3. Mail, email or fax this application to the District Properties Board (DPB) for its review. Be sure to include the following:
  - a. Pastor's Report Form.
  - b. Treasurer's Reports. Current plus year-end reports for three (3) fiscal years prior.
  - c. Approval of Church Board. See "Approval" page at the end of this document. There is no need to submit the approval form if this submission is exploratory in nature.
4. Send completed application to the DPB. Be sure to include the following:
  - Copy of proposed lease with conditions of lease.
5. Following its review, the DPB will send written notification of its decision to the church. The church may then proceed with the vote of the membership on this request.
6. 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 before the lease of church-owned property can be finalized.**
7. It is recommended that the local church secure the counsel of an attorney throughout these negotiations with the lessee.



# PASTOR'S REPORT FORM

## DISTRICT CHURCH PROPERTIES BOARD

**FLORIDA DISTRICT  
CHURCH OF THE NAZARENE**  
4720 CLEVELAND HEIGHTS BLVD. STE 301  
LAKELAND, FL 33813  
OFFICE: 863-644-9331 FAX: 863-648-2710  
EMAIL: [info@floridanaz.com](mailto:info@floridanaz.com)

If you need additional space to answer any questions, please attach another page.

### Church Information

1. Church Name \_\_\_\_\_
2. Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_  
Zip \_\_\_\_\_
3. Telephone # \_\_\_\_\_
4. Church email \_\_\_\_\_
5. Pastor's email \_\_\_\_\_
6. Primary contact \_\_\_\_\_  
Telephone (daytime) \_\_\_\_\_  
Telephone (night) \_\_\_\_\_  
Email \_\_\_\_\_
7. Pastor's Name \_\_\_\_\_
8. Years with this church \_\_\_\_\_
9. Year church was organized \_\_\_\_\_
10. Sunday AM attendance last 3 years:  
20\_\_\_\_ 20\_\_\_\_ 20\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
11. Giving for all purposes last 3 years:  
20\_\_\_\_ 20\_\_\_\_ 20\_\_\_\_  
\$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_
12. Baptisms reported in year-end report.  
20\_\_\_\_ 20\_\_\_\_ 20\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Financial Information

Year	Giving for all purposes	Year-end balance (all accounts)	Budgets Paid in Full yes/no
_____	\$ _____	\$ _____	_____
_____	\$ _____	\$ _____	_____
_____	\$ _____	\$ _____	_____

Value of all Existing Real Estate: \$ \_\_\_\_\_ Property insured: yes/no \_\_\_\_\_

All Current Church Debt: \$ \_\_\_\_\_ Current Monthly Payment Toward Debt: \$ \_\_\_\_\_

## Action Proposed

- Sale of Property                       Major Addition/Remodel?     Land Purchase
- Purchases of Real Estate             Lease of Property/Rental of Church Property
- New Construction                       New Mortgage/Loan             Refinance Existing Loan

General Description of Proposal:

---

---

---

---

If requesting new debt, describe Capital Campaign Strategy:

---

---

---

---

## Project Awareness (Who is Aware of Proposal)

- Pastor Only     Pastor/Church Board     Congregation     Spoken with District Superintendent

Additional Information:

---

---

---

---

\_\_\_\_\_  
Pastor's Signature

\_\_\_\_\_  
Date

# REQUEST TO LEASE CHURCH-OWNED PROPERTY APPLICATION FORM

## DISTRICT PROPERTIES BOARD

**FLORIDA DISTRICT  
CHURCH OF THE NAZARENE**  
4720 CLEVELAND HEIGHTS BLVD. STE 301  
LAKELAND, FL 33813  
OFFICE: 863-644-9331 FAX: 863-648-2710  
EMAIL: [info@floridanaz.com](mailto:info@floridanaz.com)

If you need additional space to answer any questions, please attach another page.

### General Information

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Name of contact person: 1. \_\_\_\_\_ 2. \_\_\_\_\_

Phone # on contact person 1: \_\_\_\_\_ Email address: \_\_\_\_\_

Phone # on contact person 2: \_\_\_\_\_ Email address: \_\_\_\_\_

Pastor's name: \_\_\_\_\_ Phone # \_\_\_\_\_

### Indicate the nature of this request

- To lease church-owned property (The terms of the lease is substantially negotiated).
  - Please check this box if this is an update of a request submitted earlier.
  
- Exploratory only (Lessee not specified, terms yet to be negotiated).

## Purpose of Leasing Property

---

---

---

## Details of the Lease

A. Describe the property you wish to lease-out/rent-out (type of building, use of building, number of rooms, sq. ft.): \_\_\_\_\_

---

---

---

---

B. What do you propose to be the initial term of the lease? \_\_\_\_\_

---

C. What will be the monthly lease income? \$ \_\_\_\_\_

D. What portion of the utility costs will the lessee pay? \_\_\_\_\_

E. Will they put the church on their insurance policy to cover liability?  yes  no

How much coverage of liability will they offer? \$ \_\_\_\_\_

It is recommended that a minimum of \$3 million be used.

F. Will the lessee pay for maintenance?  yes  no How much? \$ \_\_\_\_\_

G. Will all the lessee's personnel provide background checks?  yes  no

H. Will the lessee be paying a security deposit?  yes  no Amount? \$ \_\_\_\_\_

## Lessee information

A. Name and address of lessee:

---

---

---

B. Credit worthy?  yes  no

C. Do they compliment the ministry and mission of the church?  yes  no

---

---

**Please provide any further details and information or disclosures that you believe is pertinent to this request and to the deliberations of the District Properties Board:**

---

---

---

---

---

---

---

**Signatures**

We have completed the above Application for the purpose of leasing church-owned property. We understand the District DPB and DAB may rely on the accuracy of the above financial and other information contained herein when deciding whether or not to approve our request. We declare the information contained in this application to be true and accurate to the best of our knowledge and understanding. We have withheld no information relative to this request which would adversely affect its value.

\_\_\_\_\_  
Signature Senior/Lead Pastor

\_\_\_\_\_  
Local Church Secretary/Treasurer/or Trustee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# REQUEST TO LEASE CHURCH-OWNED PROPERTY APPROVAL FORM

After obtaining the signatures required, you may email this form to: [info@floridanaz.com](mailto:info@floridanaz.com) or you may FAX (863-648-2710) or mail to the district office at, Florida District Church of the Nazarene, 4720 Cleveland Heights Blvd, Suite 301, Lakeland, FL 33813.

**Please record the Church Board's vote for recommending to lease church-owned property to the church membership:**

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

Church Address: \_\_\_\_\_  
\_\_\_\_\_

Date of Board Vote: \_\_\_\_\_ Number of ballots cast: \_\_\_\_\_

Totals: Approve \_\_\_\_\_ Disapprove \_\_\_\_\_ Abstain \_\_\_\_\_

Signature of Church Secretary: \_\_\_\_\_  
date

Print name of Church Secretary: \_\_\_\_\_

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

Print name of Pastor: \_\_\_\_\_

## DISTRICT PROPERTIES BOARD

Approval granted to proceed with leasing church-owned property as outlined and presented to the District Properties Board.

Approval granted to proceed with leasing church-owned property as outlined and presented to the District Properties Board, contingent upon the following:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Request for approval denied for the following reason(s) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of DPB Chairperson: \_\_\_\_\_

Date

Print name of DPB Chairperson: \_\_\_\_\_

**CHURCH MEMBERSHIP**

Please record the Church membership vote for recommending leasing church-owned property to the church membership:

Date of Church vote: \_\_\_\_\_

Number of ballots cast: \_\_\_\_\_ Totals: Approve \_\_\_\_\_ Disapprove \_\_\_\_\_

Signature of Church Secretary: \_\_\_\_\_

date

Print name of Church Secretary: \_\_\_\_\_

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

date

Print name of Pastor: \_\_\_\_\_

Note: Provide address of property being leased.

\_\_\_\_\_  
\_\_\_\_\_

If other than leasing church-owned parsonage/residence, please provide the name of organization: \_\_\_\_\_

**FINAL APPROVAL**

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

Date

**Note: Only after you receive this "Request to Lease Church-Owned Property Approval Form" with the District Superintendent's signature will the request be considered approved.**

**DISTRICT CHURCH PROPERTIES BOARD  
FLORIDA DISTRICT CHURCH OF THE NAZARENE**

**4720 CLEVELAND HEIGHTS BLVD.  
SUITE 301  
LAKELAND, FLORIDA 33813**

**REQUEST FOR APPROVAL TO  
LEASE PROPERTY**

**REQUEST TO  
LEASE PROPERTY FORM**

**SUBMITTED TO FLORIDA DISTRICT PROPERTIES BOARD**

**CHURCH NAME:**

---

**DATE REQUEST SUBMITTED:**

---



# INSTRUCTIONS

## REQUEST TO LEASE PROPERTY

The following form and related information make up the material for this request for approval to lease property. Thorough completion of this form is not only essential in seeking approval of the DPB, 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 request.
2. Compliance with the current Manual of the Church of the Nazarene is required.
3. Mail, email or fax this application to the District Properties Board (DPB) for its review. Be sure to include the following:
  - a. Pastor's Report Form.
  - b. Treasurer's Reports. Current plus year-end reports for three (3) fiscal years prior.
  - c. Approval of Church Board. See "Approval" page at the end of this document. There is no need to submit the approval form if this submission is exploratory in nature.

4. Send completed application to the DPB. Be sure to include the following:
  - Copy of proposed lease with conditions of lease.

**Note:** The District has a sample Lease Form for your use. If you use a different lease form, the items in the District sample Lease Form should be included in your lease. The sample Lease Form has been approved by District Counsel for use.

5. Following its review, the DPB will send written notification of its decision to the church. The church may then proceed with the vote of the membership on this request.
6. 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 before the lease of property can be finalized.**
7. It is recommended that the local church secure the counsel of an attorney throughout these negotiations with the lessee.

# PASTOR'S REPORT FORM

## DISTRICT CHURCH PROPERTIES BOARD

**FLORIDA DISTRICT  
CHURCH OF THE NAZARENE**  
4720 CLEVELAND HEIGHTS BLVD. STE 301  
LAKELAND, FL 33813  
OFFICE: 863-644-9331 FAX: 863-648-2710  
EMAIL: [info@floridanaz.com](mailto:info@floridanaz.com)

If you need additional space to answer any questions, please attach another page.

### Church Information

- Church Name \_\_\_\_\_
- Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_  
Zip \_\_\_\_\_
- Telephone # \_\_\_\_\_
- Church email \_\_\_\_\_
- Pastor's email \_\_\_\_\_
- Primary contact \_\_\_\_\_  
Telephone (daytime) \_\_\_\_\_  
Telephone (night) \_\_\_\_\_  
Email \_\_\_\_\_
- Pastor's Name \_\_\_\_\_
- Years with this church \_\_\_\_\_
- Year church was organized \_\_\_\_\_
- Sunday AM attendance last 3 years:  
20\_\_\_\_ 20\_\_\_\_ 20\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Giving for all purposes last 3 years:  
20\_\_\_\_ 20\_\_\_\_ 20\_\_\_\_  
\$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_
- Baptisms reported in year-end report.  
20\_\_\_\_ 20\_\_\_\_ 20\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Financial Information**

Year	Giving for all purposes	Year-end balance (all accounts)	Budgets Paid in Full yes/no
_____	\$ _____	\$ _____	_____
_____	\$ _____	\$ _____	_____
_____	\$ _____	\$ _____	_____

Value of all Existing Real Estate: \$ \_\_\_\_\_ Property insured: yes/no \_\_\_\_\_

All Current Church Debt: \$ \_\_\_\_\_ Current Monthly Payment Toward Debt: \$ \_\_\_\_\_

**Action Proposed**

- Sale of Property
- Major Addition/Remodel?
- Land Purchase
- Purchases of Real Estate
- Lease of Property/Rental of Church Property
- New Construction
- New Mortgage/Loan
- Refinance Existing Loan

General Description of Proposal:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If requesting new debt, describe Capital Campaign Strategy:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Project Awareness (Who is Aware of Proposal)**

- Pastor Only
- Pastor/Church Board
- Congregation
- Spoken with District Superintendent

Additional Information:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Pastor's Signature

\_\_\_\_\_  
Date

# REQUEST FOR APPROVAL TO LEASE PROPERTY APPLICATION FORM

## DISTRICT PROPERTIES BOARD

**FLORIDA DISTRICT  
CHURCH OF THE NAZARENE**  
4720 CLEVELAND HEIGHTS BLVD. STE 301  
LAKELAND, FL 33813  
OFFICE: 863-644-9331 FAX: 863-648-2710  
EMAIL: [info@floridanaz.com](mailto:info@floridanaz.com)

If you need additional space to answer any questions, please attach another page.

### General Information

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Name of contact person: 1. \_\_\_\_\_ 2. \_\_\_\_\_

Phone # on contact person 1: \_\_\_\_\_ Email address: \_\_\_\_\_

Phone # on contact person 2: \_\_\_\_\_ Email address: \_\_\_\_\_

Pastor's name: \_\_\_\_\_ Phone # \_\_\_\_\_

### Indicate the nature of this request

- To obtain approval to lease property. (Terms of the lease is substantially negotiated).  
 Please check this box if this is an update of a request submitted earlier.
- Exploratory only (terms yet to be negotiated).

### Purpose of this request to lease property

---

---

---

---

**Reasons for the lease of property**

- A. What will the leased property be used for? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- B. For what reasons do you feel this particular property best fulfills the purposes outlined above? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- C. What are the trade-offs (what do you gain vs. what do you lose/have to make the adjustment for) of leasing this property? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Details of the lease agreement**

- A. What is the address of the property being leased?  
\_\_\_\_\_  
\_\_\_\_\_
- Attach a detailed layout of the land and a 1 or 3 mile aerial showing the property leased.**
- B. From whom will you be leasing the facility?  
\_\_\_\_\_  
\_\_\_\_\_
- C. What is the square footage being leased? \_\_\_\_\_
- D. What is the dollar amount per square foot being leased? \$ \_\_\_\_\_
- E. What is the annual dollar amount of the lease? \$ \_\_\_\_\_
- F. Is this a  Gross Lease or a  Triple Net Lease (Taxes, Insurance, Common Area Maintenance paid by lessee)?
- G. What do you estimate to be the total monthly cash needed per month? \$ \_\_\_\_\_  
Include lease cost, utilities, trash, phone, parking costs, etc.
- H. Is there a deposit required upfront?  yes  no Amount \$ \_\_\_\_\_

I. What are the terms of the lease?

Year 1

Year 2

Year 3

Year 4

Year 5

J. What are the terms of renewal?

K. Does the lease provide for a "kick out clause" to terminate the lease early if things don't work out?  yes  no

L. Under what circumstances can the lease be terminated by the church?

\_\_\_\_\_

Under what circumstances can the lease be terminated by the lessor?

\_\_\_\_\_

M. What signage options have you confirmed and allowed by the lessor? \$ \_\_\_\_\_

\_\_\_\_\_

N. Do you have realtor involved that you will have to pay?  yes  no

O. Describe the access you have to parking?

\_\_\_\_\_

\_\_\_\_\_

P. Does the building meet ADA requirements (entrance, restrooms, etc.)?  yes  no

Q. Who is responsible for the HVAC, roof, electric, sprinkler system, and building code requirements? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

R. What other expenses will the church be responsible for?

Water/Sewer

Telephone

Trash

Electric

Gas

Property Insurance

Common Area Maintenance

Association fees

Repairs

Other: \_\_\_\_\_

## Financial Feasibility

A. What has been the total income of the church for the past 5 years? (tithes/building)

Year _____	Income \$ _____
Year _____	Income \$ _____
Year _____	Income \$ _____
Year _____	Income \$ _____
Year _____	Income \$ _____

B. What is the projected income for the next three years?

Year _____	Income \$ _____
Year _____	Income \$ _____
Year _____	Income \$ _____

C. What is the present balance in all checking and savings accounts? \$ \_\_\_\_\_

D. How much of these funds are designated? \$ \_\_\_\_\_

E. What is the total church budget? Year \_\_\_\_\_ Budget \$ \_\_\_\_\_  
Year \_\_\_\_\_ Budget \$ \_\_\_\_\_  
Year \_\_\_\_\_ Budget \$ \_\_\_\_\_

F. What are the annual salaries and benefits included in the budget?

Year _____	Amount \$ _____	% to total _____
Year _____	Amount \$ _____	% to total _____
Year _____	Amount \$ _____	% to total _____

G. What is the total number of giving units over \$2,000.00 in the church? \_\_\_\_\_  
What percent of this number does the top 10 giving units provide? \_\_\_\_\_ %

## Liabilities

A. Did your church meet its District and General Church obligations in full the last three (3) years?

Year _____	<input type="checkbox"/> yes	<input type="checkbox"/> no
Year _____	<input type="checkbox"/> yes	<input type="checkbox"/> no
Year _____	<input type="checkbox"/> yes	<input type="checkbox"/> no

B. If you have not met these obligations in full for each of the past three years, please explain:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

C. Are you current on your District and General Church obligations this year?

yes       no

D. If any are in arrears, explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E. Including this loan, what will be the church's total indebtedness? \$ \_\_\_\_\_

**Signatures**

We have completed the above Application for the purpose of leasing property. We understand the District DPB and DAB may rely on the accuracy of the above financial and other information contained herein when deciding whether or not to approve our request. We declare the information contained in this application to be true and accurate to the best of our knowledge and understanding. We have withheld no information relative to this request to lease property which would adversely affect its value.

\_\_\_\_\_  
Signature Senior/Lead Pastor

\_\_\_\_\_  
Local Church Secretary/Treasurer/or Trustee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



# REQUEST TO LEASE PROPERTY APPROVAL FORM

After obtaining the signatures required, you may email this form to: [info@floridanaz.com](mailto:info@floridanaz.com) or you may FAX (863-648-2710) or mail to the district office at, Florida District Church of the Nazarene, 4720 Cleveland Heights Blvd, Suite 301, Lakeland, FL 33813.

**Please record the Church Board's vote for recommending to lease property to the church membership:**

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

Church Address: \_\_\_\_\_  
\_\_\_\_\_

Date of Board Vote: \_\_\_\_\_ Number of ballots cast: \_\_\_\_\_

Totals: Approve \_\_\_\_\_ Disapprove \_\_\_\_\_ Abstain \_\_\_\_\_

Signature of Church Secretary: \_\_\_\_\_  
date

Print name of Church Secretary: \_\_\_\_\_

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

Print name of Pastor: \_\_\_\_\_

## DISTRICT PROPERTIES BOARD

Approval granted to proceed with leasing property as outlined and presented to the District Properties Board.

Approval granted to proceed with leasing property as outlined and presented to the District Properties Board, contingent upon the following: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Request for approval denied for the following reason(s) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of DPB Chairperson: \_\_\_\_\_

Date

Print name of DPB Chairperson: \_\_\_\_\_

### CHURCH MEMBERSHIP

Please record the Church membership vote for recommending leasing property to the church membership:

Date of Church vote: \_\_\_\_\_

Number of ballots cast: \_\_\_\_\_ Totals: Approve \_\_\_\_\_ Disapprove \_\_\_\_\_

Signature of Church Secretary: \_\_\_\_\_

date

Print name of Church Secretary: \_\_\_\_\_

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

date

Print name of Pastor: \_\_\_\_\_

### FINAL APPROVAL

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

Date

**Note: Only after you receive this "Request to Lease Property Approval Form" with the District Superintendent's signature will the request be considered approved.**