

NEAC Trustees Loan Program

Loan Process:

Loans are awarded in consultation with the Cabinet and guided by:

- ❖ Due diligence by the church to raise funds
- ❖ The emergency circumstance
- ❖ Prayer
- ❖ Biblical principles for fairness (churches with limited funds)
- ❖ Churches that are growing despite limited access to funds

1. Before Submitting an Application

- ❑ Check with the insurance agent about coverage for damage.
- ❑ Discern how soon the work can be done with contractors and ask whether a payment plan can be set up.
- ❑ If the local church Trustees are unwilling to make a decision, has the DS made a decision to appoint a caregiver and if so, what is the status of the church?

2. Where to Get an Application

Applications are available by calling your District Superintendent, by downloading from the Conference website at www.neumc.org/forms, or by requesting an application from the Loan Administrator Nancy Bouchard Mailing address: 5 Quobaug Ave., Oxford, MA 01540 508-328-8839 or nbouchard87@gmail.com

New England Annual Conference of the United Methodist Church

Loan Application for the Board of Trustees

Church: _____

Pastor: _____ District _____

Address: _____

PLEASE NOTE: This application must be completed in full before it will be reviewed.
Please review the instructions carefully.

New England Conference Trustees Loan Program

The Loan Program makes possible loans to assist local churches in the same order of priority as that stated above. Loan award amounts vary based on the amount of money available to the Trustees fund.

1. Whom shall we contact with questions about this application?

This will be our contact person and the person to whom all correspondence will be sent.

Name: _____ Telephone: _____

Address: _____

Town _____ State _____ Zip _____

2. Who will send the payments on the loan?

This will be the contact person once a loan is approved and the promissory note returned.

Name: _____ Telephone: _____

Address: _____

Town _____ State _____ Zip _____

3. What will the loan proceeds be used for?

- Land for a new congregation
- Building for a new congregation
- New building for an existing congregation
- Addition to an existing building
- Land for relocation
- Purchase of parsonage
- Other

Explain: _____

4. (A) How much do you need to borrow? (B) How long do you want to pay off the loan? (C) Where will you get the money to repay the loan? (D) What assets do you plan to pledge to secure this loan?

(A) Loan Amount: \$ _____ (B) Term: _____

(C) Use the space below to tell us how you will raise the money to make the loan payments. If needed, use an extra sheet to describe.

(D) Pledged Assets: _____

5. Has the District Committee of Church Building and Location approved the project? (Circle one) Yes Not Yet Does not Apply

Please review the 2004 Book of Discipline Paragraphs: 2520 and 2543

If “yes” attach the DCCBL approval and recommendations. If “not yet” or “does not apply” please explain in the space below.

6. What is the proposed timetable?

When do you expect work to begin? _____ End? _____

Will the project take more than one construction season? _____

7. What is your church like?

Average attendance at Sunday worship: _____ Number of pledging units: _____

Percent of Mission Shares paid last year? _____ ...and the year before? _____

Have you been able to pay all obligations in a timely manner? _____

Outstanding loans or liens? _____ If "yes" please explain amounts, terms, borrower, in Schedule C.

Do you have invested funds (memorials, endowments, stocks, etc.)? _____ If "yes" please use Schedule C to describe what the total value is, how they are designated, and where they are invested.

8. How much money have you applied for?

Foundation Loan Program _____

BGOM/Congregational Development _____

New England Conference Grant _____

New England Conference Loans _____

Financial Institutions _____

Church or Private Individuals _____

9. Attachments

Your application will not be processed without the following attachments.

- Income and expense report for last year using Schedule A.
- A. Current year’s budget and a year-to-date treasurer’s report.
- B. A copy of your most recent remittance form to the Conference Treasurer.
- C. Projected financial calculations using Schedule B.
- D. Invested and endowed money using Schedule C.
- E. A copy of the action of the Administrative Board (Council) or the Charge Conference authorizing this application.
- F. A copy of your insurance appraisal.
- G. Any other material that will assist us in considering your application.

10. Signatures of two officers of the local Board of Trustees

Signature: _____ office held: _____

Signature: _____ office held: _____

11. What next?

Send the completed form with attachments to your District Superintendent. The D.S. will make comments in the box below and add signature. The church will then forward the completed application form to the Loan Administrator listed below.

12. District Superintendent’s recommendations and comments:

Does this church have the willingness to repay any loans applied for? _____

Would approving this application be a good use of Conference resources? _____

Does this project fit with the long-range plans for the district and conference? _____

D.S. recommendation: Please provide additional information to support this application:

Recommended: _____ Not Recommended: _____

D.S. Signature: _____ Date: _____

Please send Loan Application to:

Nancy Bouchard Mailing address: 5 Quobaug Ave., Oxford, MA 01540
at 508-328-8839 or nbouchard87@gmail.com

Schedule A

Church or Agency: _____ Date: _____

Please use this sheet to summarize church financial data even if you submit more detailed financial reports.

How much did you spend last year on the following items?

- Pastor (total salaries and benefits paid to all pastors)
Other staff
Administration (office supplies, postage, telephone, insurance, taxes, etc.)
Utilities (total for heat, lights, water, sewer, etc. for church and parsonage)
Mission Shares
Local church program
Outreach (do not include Mission Shares)
Paid on loans
All other expenses not included above
TOTAL SPENT LAST YEAR

Where did the money come from to pay the expenses listed above?

- Given by the congregation (regular pledges, tithes, other Sunday offerings)
Reimbursement or rent for building use
Special purpose, dedicated offerings
Gifts from church groups (UMW, etc.)
Interest of invested funds
Principal of invested funds
Bail-out gifts (money given by one or more persons in response to a financial crisis, above and beyond regular giving)
Other:
Other:
TOTAL RECEIVED LAST YEAR

Schedule B

Church or Agency: _____ Date: _____

Please use this sheet to summarize project finances even if you submit more detailed project financial data.

How much will the completed project cost?

Architect and engineer _____

Permit _____

Soil tests, etc. _____

Site development _____

Construction _____

Equipment and furnishings _____

Other: _____

Other: _____

TOTAL COST _____

Where will the money come from to pay the costs listed above?

Cash on hand at start of project _____

Major gifts _____

Grants _____

Loans as applied for with this application _____

Other: _____

Other: _____

TOTAL INCOME _____

Schedule C

Church or Agency _____ Date _____

LOANS AND LIENS

Please tell us about your loans and liens by telling us the following:

Original Loan Amount & Term

Current Balance and Term Remaining

Monthly Payment

Institution

Other Information:

INVESTMENTS

Market Value

Institution:

Are these funds:

Restricted, Unrestricted , or Designated