

**MICHIGAN AREA LOAN FUND  
of the United Methodist Church  
Dr. Wayne Barrett, Resident Agent  
(888) 217-1905 Fax: (616) 459-0191  
Rev. Dennis Buwalda, Loan Director  
(517) 663-6486 Fax: (517) 663-4418**

**FIRST MORTGAGE LOAN APPLICATION**

\_\_\_\_\_  
Full Corporate Name of Church

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Pastor

\_\_\_\_\_  
Date of Application

Church Phone: \_\_\_\_\_

Pastor's Home Phone: \_\_\_\_\_

Primary Contact Person regarding this application: (usually other than the pastor)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Office held in the church, if any

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone/Email

Brief description of project:

**Enclose Check payable to: \_\_\_\_\_ MISSIONS AND CHURCH EXTENSION TRUST FUND**

**Opening Fee of \$100.00**

**Check Attached # \_\_\_\_\_**

**I. CHURCH ORGANIZATION AND DATA:**

(1.) Year organized: \_\_\_\_\_  
Did you file a Michigan Corporate Report last year?    Yes    No

(2.) Membership / Attendance in the last six years:

Year: \_\_\_\_\_    Membership: \_\_\_\_\_    Average Attendance: \_\_\_\_\_

Year: \_\_\_\_\_    Membership: \_\_\_\_\_    Average Attendance: \_\_\_\_\_

Year: \_\_\_\_\_    Membership: \_\_\_\_\_    Average Attendance: \_\_\_\_\_

Year: \_\_\_\_\_    Membership: \_\_\_\_\_    Average Attendance: \_\_\_\_\_

Year: \_\_\_\_\_    Membership: \_\_\_\_\_    Average Attendance: \_\_\_\_\_

Year: \_\_\_\_\_    Membership: \_\_\_\_\_    Average Attendance: \_\_\_\_\_

(3.) Present Membership: \_\_\_\_\_

Average Attendance: First Service \_\_\_\_\_ Second Service \_\_\_\_\_ Total \_\_\_\_\_

(4.) Church School: Enrollment \_\_\_\_\_ Average Attendance \_\_\_\_\_

(5.) United Methodist Women: Enrollment \_\_\_\_\_ Average Attendance \_\_\_\_\_

(6.) How long has your pastor served your church? \_\_\_\_\_

Present pastors salary \$ \_\_\_\_\_ Assoc. salary \$ \_\_\_\_\_

Amount paid by church \$ \_\_\_\_\_ Assoc. salary \$ \_\_\_\_\_

If salary paid by others, show source and amount.

Source: \_\_\_\_\_

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

(7.) What is the average age of the congregation's members?

Year 20\_\_\_\_    Average age \_\_\_\_\_

Year 20\_\_\_\_    Average age \_\_\_\_\_

Year 20\_\_\_\_    Average age \_\_\_\_\_

**II. PLEDGE/GIVING DISTRIBUTION:**

Show the number of pledges and/or gifts in each bracket for the current Operating Budget:

Over \$100,000	Number _____	Total Amount \$_____
\$50,000 to \$99,999	Number _____	Total Amount \$_____
\$20,000 to \$49,999	Number _____	Total Amount \$_____
\$10,000 to \$19,999	Number _____	Total Amount \$_____
\$5,000 to \$9,999	Number _____	Total Amount \$_____
\$2,000 to \$4,999	Number _____	Total Amount \$_____
\$500 to \$1,999	Number _____	Total Amount \$_____
Less than \$500	Number _____	Total Amount \$_____
<b>TOTALS*</b>	_____	<b>\$_____</b>

\*Totals should match figures shown on page 8.

**III. OTHER GIVING:**

List any special gifts in hand via bequests, stock donations, etc.

Miracle Sunday (cash)	\$ _____
Bequests/endowments	\$ _____
Expected bequests	\$ _____
Congregational loans	\$ _____
Land or Land Contracts	\$ _____
Other Receivables	\$ _____
Other _____	\$ _____

**IV. ANALYSIS OF SURROUNDING AREA AND GROWTH OF COMMUNITY:**

(1.) If in a city or village, population within radius of 1/2 mile \_\_\_\_\_

Other significant census data: \_\_\_\_\_

(2.) If outside a city or village, population within a radius of 3 miles: \_\_\_\_\_

(3.) Distance to nearest United Methodist Church? (miles) \_\_\_\_\_

(4.) Denomination names and distances of other churches within your parish:

_____ Church	_____ Distance
_____ Church	_____ Distance
_____ Church	_____ Distance

(5.) Proposed loan is for a      church      parsonage      land acquisition located in:

Residential District  
Urban Area

Business District  
Suburban Area

Industrial District  
Rural Area

(6.) Are new homes being constructed in the area?    Yes    No    How many per year? \_\_\_\_

(7.) Price of homes in this area range from: \$ \_\_\_\_\_ to \$ \_\_\_\_\_

(8.) Percentage of area built up (within 1/2 mile radius of proposed building): \_\_\_\_%

(9.) Explain briefly the present character of the neighborhood.  
Also show the possibility of this area being built up within the next five(5) years.

(10.) Area is on the      upward trend      downward trend      stable

(11.) Have you made a thorough demographic study of your community?    Yes    No

(12.) Do you maintain a non-member constituency/participants list?    Yes    No

Number of persons on this list: \_\_\_\_\_ of which \_\_\_\_\_ are adults.

**V. FINANCIAL PLAN AND DATA OF CHURCH PROGRAM**

- a. Annual church budget for all purposes for past three (3) years (Excluding Building Fund):
- |      |          |                 |                         |
|------|----------|-----------------|-------------------------|
| Year | 20 _____ | Amount \$ _____ | Percent Received _____% |
| Year | 20 _____ | Amount \$ _____ | Percent Received _____% |
| Year | 20 _____ | Amount \$ _____ | Percent Received _____% |

\* Note: Attach copies of your budgets for each of the years shown.

- b. List the number, amount of pledges and amount received for the last three years (Do not include Advance, Hunger, special offerings, home missions or building campaign):

Year _____	No. Pledges _____	Amt. Pledged \$ _____	Amt. Rec'd _____
Year _____	No. Pledges _____	Amt. Pledged \$ _____	Amt. Rec'd _____
Year _____	No. Pledges _____	Amt. Pledged \$ _____	Amt. Rec'd _____

**VI. LOCAL CHURCH STEWARDSHIP**

**A. Does your church have an annual stewardship campaign and receive pledges for the support of our entire financial program including Apportionments, World Service and Conference Benevolence according to the requirements of the Discipline? Yes No**

If "NO", explain method of financial support.

**B. Are your current expenses all paid up-to-date? Yes No**  
If not, attach explanation.

**C. Are your apportionments all paid up-to-date? Yes No**  
If not, attach explanation and method to be used to become current

**VII. List any other loans, mortgages or debts which you have outstanding related to your property.**

Year Begun _____	Amt. Of Loan \$ _____	Current Balance \$ _____
Year Begun _____	Amt. Of Loan \$ _____	Current Balance \$ _____
Year Begun _____	Amt. Of Loan \$ _____	Current Balance \$ _____

**VIII BUILDING FUND CAMPAIGN:**

(1.) List the Building Fund pledges and receipts to date:

Year _____	No. Pledges _____	Amt. Pledged \$ _____	Amt. Received \$ _____
Year _____	No. Pledges _____	Amt. Pledged \$ _____	Amt. Received \$ _____
Year _____	No. Pledges _____	Amt. Pledged \$ _____	Amt. Received \$ _____
Year _____	No. Pledges _____	Amt. Pledged \$ _____	Amt. Received \$ _____
<b>Totals</b>	_____	\$ _____	\$ _____

Amount (cash) in the Building Fund now: \$ \_\_\_\_\_  
*(should agree with cash, item # 1 on page 8)*

(2.) Current Building Fund campaign: (list years and pledges)

Year _____	No. Pledges _____	Amt. Pledged \$ _____
Year _____	No. Pledges _____	Amt. Pledged \$ _____
Year _____	No. Pledges _____	Amt. Pledged \$ _____
Year _____	No. Pledges _____	Amt. Pledged \$ _____
Year _____	No. Pledges _____	Amt. Pledged \$ _____

**Total \$ \_\_\_\_\_**  
*(Should agree with pledges item # 6 on page 8.)*

(3.) What was the starting date of your current crusade? \_\_\_\_\_

For how many years did you ask people to commit for the project? \_\_\_\_\_

(4.) What is your expected monthly cash flow for loan repayment?

Year _____	Monthly Building Fund Income _____
Year _____	Monthly Building Fund Income _____
Year _____	Monthly Building Fund Income _____
Year _____	Monthly Building Fund Income _____
Year _____	Monthly Building Fund Income _____

**NOTE: IS THIS A REFINANCE OF A LOAN FROM A LENDER OTHER THAN THE MICHIGAN AREA LOAN FUNDS    yes    no?**  
**(if it is, omit the following items #1 through #10)**

**IX COSTS OF PROJECT**

- |  |              |
|--|--------------|
| 1. Estimated cost of building to be erected or purchased.  | 1. \$ _____  |
| 2. Furniture and fixtures to be installed.   | 2. \$ _____  |
| 3. Architect's Fee.  | 3. \$ _____  |
| 4. Sewers, water connections, paving to be installed.  | 4. \$ _____  |
| 5. Landscaping to be done now.   | 5. \$ _____  |
| 6. Parking facilities.   | 6. \$ _____  |
| 7. Fees, permits, insurance, performance bond.   | 7. \$ _____  |
| 8. Other costs.  | 8. \$ _____  |
| 9. Contingency (10% of cost. Longer projects may require 15%)  | 9. \$ _____  |
| 10. *Estimated interest costs:<br>(Estimate as 10% of funds to be borrowed, items 2-4 above)   | 10. \$ _____ |
| 11. Amount of existing indebtedness, if any, to be paid off from this mortgage loan. Please give a description of loans or other indebtedness: | 11. \$ _____ |
| <b>**TOTAL FUNDS REQUIRED FOR PROJECT</b>  | 12. \$ _____ |

**COMMENTS:**

\* Interest begins to be charged with the first pay-out from this loan and you will be billed for it.  
 \*\* This figure must not exceed TOTAL FUNDS AVAILABLE on page 7.

**NOTE: IF THIS IS A REFINANCE OF EXISTING INDEBTEDNESS**  
**(complete only items #2 and #8)**

**X. ESTIMATED FUNDS AVAILABLE FOR PROJECT**

1. Cash on hand or in bank set aside for this project.  
**(Must be at least 25% of Item No. 9 below)** 1. \$ \_\_\_\_\_

2. To be received by first mortgage from Michigan Area Loan Funds: 2. \$ \_\_\_\_\_

3. If applicable, participating first mortgage from:

Name of Bank: \_\_\_\_\_

\$ \_\_\_\_\_ for \_\_\_\_\_ years @ \_\_\_\_\_ % interest rate. 3. \$ \_\_\_\_\_

Do you have a firm commitment for the participating mortgage? Yes No

4. Second mortgage to be received from:

Lender: \_\_\_\_\_

\$ \_\_\_\_\_ for \_\_\_\_\_ years @ \_\_\_\_\_ % interest rate. 4. \$ \_\_\_\_\_

5. Net cash proceeds to be received from sale of property by time of construction.\* 5. \$ \_\_\_\_\_

State what property: \_\_\_\_\_

**\*If monthly payments are to be received:**

(1) Monthly payment amount \$ \_\_\_\_\_

(2) Number of months \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

6. Balance due on current building fund pledges. 6. \$ \_\_\_\_\_

7. Prepaid expense - architect. 7. \$ \_\_\_\_\_

8. Other prepaid expense \_\_\_\_\_ 8. \$ \_\_\_\_\_

9. **\*\*TOTAL FUNDS AVAILABLE FOR PROJECTS** 9. \$ \_\_\_\_\_

\*\*This figure must equal or exceed TOTAL FUNDS REQUIRED on page 6.

**XI. MOTION FOR CHARGE CONFERENCE ACTION**

**(STRIKE OUT ALL PARTS OF THE FOLLOWING MOTIONS NOT APPLICABLE)**

A Church/Charge Conference of the \_\_\_\_\_ United Methodist Church was called by \_\_\_\_\_, Superintendent of the \_\_\_\_\_ District of the \_\_\_\_\_ Annual Conference, in accordance with provisions of the Book of Discipline of the United Methodist Church and met \_\_\_\_\_, 20\_\_\_\_ with \_\_\_\_\_ Presided.

Moved by \_\_\_\_\_, Seconded by \_\_\_\_\_ that this body approve the following:

- 1. a. Construction of \_\_\_\_\_ at a cost not to exceed \_\_\_\_\_ in accordance with architectural plans and specification approved by this body.
- b. Refinancing loan(s) from sources other than Michigan Area Loan Funds for the sum of \$\_\_\_\_\_.
- 2. Borrowing of \$\_\_\_\_\_ on a First Mortgage from the Michigan Area Loan Funds.
- 3. Borrowing of \$\_\_\_\_\_ from \_\_\_\_\_ Bank as a (construction loan) (participating first mortgage loan with Michigan Area Loan Funds).  
**(This section not applicable for refinancing).**
- 4. Borrowing of \$\_\_\_\_\_ by Second Mortgage from \_\_\_\_\_  
**(Other than from Michigan Area Loan Funds).**
- 5. Trustees of the \_\_\_\_\_ United Methodist Church are hereby authorized and directed to execute all loan applications and mortgages as specified above. The two signators for the church shall be:  
      \_\_\_\_\_ as Trustee Chairperson  
      \_\_\_\_\_ as Trustee \_\_\_\_\_
- 6. America First Title Company is hereby authorized to act as the title company and as disbursing agent for all proceeds of loans from Michigan Area Loan Funds.
- 7. \_\_\_\_\_ is the representative of \_\_\_\_\_ United Methodist Church in dealing with payment of any and all bills after same have been approved and certified by the supervising architect.

Motion Carried.

Signed: \_\_\_\_\_  
Secretary

Witness: \_\_\_\_\_



**RECOMMENDATION AND APPROVAL OF PASTOR**

\_\_\_\_\_ United Methodist Church \_\_\_\_\_, Michigan

With personal knowledge of all the facts, and careful examination of this application, I concur in the statements made herein, and recommend that the loan of \$ \_\_\_\_\_ from the **MICHIGAN AREA LOAN FUNDS** be granted.

Date: \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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

Address of Pastor:

\_\_\_\_\_  
Street Address City, State, Zip

\*\*\*\*\*

**RECOMMENDATION AND APPROVAL OF DISTRICT SUPERINTENDENT**

I have made a personal examination of the property and have gone over the statements herein made with the Trustees and concur in them. I certify that, in my best judgement, the Trustees will be able to fulfill the contract required of them for the repayment of this loan of \$ \_\_\_\_\_ from the **MICHIGAN AREA LOAN FUNDS** and hence I recommend that it be granted.

Date: \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
District Superintendent

Address of District Superintendent:

\_\_\_\_\_  
Street Address City, State, Zip

# **EXHIBIT A**

## **CONSENT OF PASTOR AND DISTRICT SUPERINTENDENT**

**The undersigned, being the Pastor and District Superintendent of \_\_\_\_\_ United Methodist Church, a Michigan Ecclesiastical Corporation, do hereby consent to the execution of the within mortgage in accordance with The Book of Discipline of the United Methodist Church.**

---

**Pastor**

---

**Date**

---

**District Superintendent**

---

**Date**

**RECOMMENDATION AND APPROVAL  
Of  
THE DISTRICT BOARD OF CHURCH LOCATION AND BUILDING  
of the**

\_\_\_\_\_ **DISTRICT of the**  
\_\_\_\_\_ **ANNUAL CONFERENCE**

This statement is to confirm the fact that the Board of Church Location and Building of the above named District has studied and reviewed the preliminary and/or final plans and specifications and building location and/or reviewed the cost in connection with the following building to be built or purchased as shown below by the:

\_\_\_\_\_  
**Name of Church**

\_\_\_\_\_  
**Present Address**

TYPE OF PROPOSED BUILDING:

\_\_\_\_\_

ADDRESS OF PROPOSED BUILDING:

\_\_\_\_\_

In our opinion and on the basis of facts submitted to this Board, this undertaking by the above church is / is not feasible and financially sound and we do / do not approve this undertaking. This includes:

Their plan of mission and ministry	Yes	No
Financial plans and ability to repay	Yes	No
Architectural plans	Yes	No

Date: \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Signature: \_\_\_\_\_ Chairman

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

Attest: \_\_\_\_\_, Secretary

This statement is given subject to the following conditions:

## DOCUMENTS NEEDED

### REQUIREMENTS IF LOAN IS APPROVED

(You will want to start collecting documents use this as a check list).

Please read again carefully the initial letter accompanying the application and our brochure.

1. A previous **Title Policy**, if available, covering the church property.
2. A copy of your latest **Michigan Corporation Report** filed with the Department of Commerce, Lansing, Michigan.
3. If not already in force, securing **Public Liability Insurance** for at least 100/500M.
4. A copy of a **Warranty or Quit Claim Deed** which includes the legal description of the property, the legal name of your church, and the **Trust Clause** as required by the **Book of Discipline** of the United Methodist Church.

### IF CONSTRUCTION IS INVOLVED:

5. One copy of the **Architect's contract**.
6. One copy of the **Building contract**.
7. A **Performance Bond - Labor and Material Bond**.
8. **Builder's Risk and Fire Insurance Policy with extended coverage** endorsement equal to cost or replacement cost which ever is greater. The Mortgage clause should name as mortgagor Mission and Church Extension Trust Fund
9. Two (2) copies of **Mortgage Survey** by an engineer, as a basis for title processing.
10. A **Mortgage Title Insurance Policy** - this will be secured by the America First Title company.
11. If this loan is approved, you will be **invoiced for one half of one percent of the loan amount as a loan commitment fee**. Upon payment of the fee, these requirements, where applicable, will be repeated in a letter committing funds to your project.

Thank you for your inquiry and we anticipate receiving your application soon.

### **A MINISTRY REMINDER:**

**Remember:** When you borrow from a bank, you build a bank,  
**BUT, when you borrow from the church, YOU build another church.**

Thank you, again.