

**MICHIGAN AREA LOAN FUNDS
OF THE UNITED METHODIST CHURCH**

**THINGS YOU SHOULD KNOW
ABOUT THIS
PROMISSORY NOTES**

We are pleased to send you the requested application for a Promissory Note Loan from the Michigan Area Loan Funds, the collective name for the two funds administered by this office. Submission to us of all documents required for approval at initial application is designed to reduce the amount of time to process promissory note loan requests. Our Board of Trustees still have to approve your request, so obviously any delay or incompleteness as to the documents involved will delay this process.

In addition to this letter, enclosed in this packet are:

- 1) An invoice for \$100.00 the fee for opening a Promissory Note file.

Make checks payable to:

MISSIONS AND CHURCH EXTENSION TRUST FUND.

- 2) List of documents needed.
- 3) An application for a Promissory Note Loan.
- 4) Certifications, indicating approval of request, by:
 - Pastor
 - Church or Charge Conference
 - District Superintendent
 - Trustees
- 5) A Promissory Note to be signed by the president and treasurer of the church Trustees after above actions are complete.

It is most important that you study carefully the statement of documents needed for a successful loan.

Return all pages of the completed application to this office.

CERTIFICATION REQUIREMENTS: The certifications must accompany the completed application before it can be presented to our Trustees for consideration.

MAXIMUM AMOUNT OF LOAN: 100,000.00.

MAXIMUM LENGTH OF LOAN: Seven and a half (7.5) years - 90 Months.

REPAYMENT: Begins on the first of the month following disbursement of funds.

DOCUMENTS NEEDED
for a
PROMISSORY NOTE LOAN

Please read again carefully the letter accompanying the application. Return all documents indicated below to the Loan Officer.

- (1) The forms needed are included in this packet:
 - Opening fee invoice
 - Trustees approval
 - Charge Conference Action
 - Approval of Pastor
 - Approval of District Superintendent
 - Application for Promissory Note Loan
- (2) Completed application, certifications, promissory note signed by Trustees and payment of opening fee of \$100.00 are to be returned to this office as a single package.
- (3) Submission to Michigan Area Loan Funds of all documents required for approval at initial application is designed to reduce the amount of time to process promissory note loan requests. Our Board of Trustees still must act to approve your request so obviously any delay or incompleteness as to the documents involved will delay this process.
- (4) The Promissory Note Agreement will be sent to the Trustees for final signatures following the approval of your application.
- (5) Once the Notes has been signed and returned, you may request the loan proceeds for your project.

If you have any questions, contact:

Wayne Barrett, Resident Agent

Wayne@umfmichigan.org

(888) 451-1929

MICHIGAN AREA LOAN FUND
OF THE UNITED METHODIST CHURCH

PROMISSORY NOTE LOAN APPLICATION

Name of Church

Street Address

City State Zip

Date of Application

Opening Fee of \$100.00

[] Check Attached

MAKE CHECK PAYBLE TO: **MISSIONS AND CHURCH EXTENSION TRUST FUND**

Person to be contacted regarding Application:

Name & Title: _____

Address: _____

Phone: Home:

Work:

This application is to be completed and returned to:

Wayne Barrett
3347 Eagle Run Dr NE, Suite B
Grand Rapids MI. 49525

MICHIGAN AREA LOAN FUNDS
APPLICATION FOR PROMISSORY NOTE LOAN

Exact Corporate name of Church:

We, the Trustees of _____ United Methodist Church in _____, Michigan and being in the District of _____ Annual Conference, being duly authorized by the Church/Charge Conference, hereby apply for a loan in the amount of \$ _____ (Maximum \$100,000.00) for _____ years (Maximum 7.5 years - 90 Months) for the purpose of:

The year church was organized _____ Average Worship Attendance
Present Church Membership _____ Number of Worship Services _____

FINANCIAL INFORMATION

Amount paid for:

Current Expenses (except amounts listed below)	\$
Capital Improvements	\$
World Service & Conf. Benevolence: Asking \$ _____	Paid \$
Conference Apportionments: Apportioned \$ _____	Paid \$

REPAYMENT PLANS - INDICATE WHICH ONE:

- _____ 1. Church has secured _____ pledges totaling \$ _____ for period beginning _____ and ending _____ for repayment of loan.
- _____ 2. Capital Funds Crusade to be held _____ with a goal of \$ _____ for repayment of loan.
- _____ 3. Church budget totaling \$ _____ considered adequate to meet principal and interest.

CERTIFICATION OF CHURCH CONFERENCE

This certifies that the Church/Charge Conference of _____ United Methodist Church, of _____ . Michigan, in the bounds of the _____ Annual Conference, on the _____ day of _____ 20____ adopted and included in its minutes the following resolution:

RESOLVED, That the Trustees or proper officers of _____ United Methodist Church are hereby authorized and empowered to borrow money from the MICHIGAN AREA LOAN FUNDS of the United Methodist Church, not exceeding the amount of \$ _____ for the purpose of _____ and to secure repayment of the same by the execution of a Note, upon such terms and conditions as may be agreed upon between said Trustees and the MICHIGAN AREA LOAN FUNDS Trustees.

Signed: _____
Secretary, Church/Charge Conference

SIGNATURES OF TRUSTEE OFFICERS

At a meeting of the Board of Trustees of the _____ day of _____ 20____ the foregoing application having been carefully prepared and read, and believing the work to be necessary and pledging ourselves to earnest effort and liberal support of the undertaking, we request a loan in the amount of \$ _____ and certify to the accuracy of the statements therein contained.

By _____ Its

By _____ Its

CERTIFICATION BY PASTOR AND DISTRICT SUPERINTENDENT

I hereby Certify that I have examined the statements given in this application and they are correct and complete. I recommend a loan be granted in the amount indicated below:

Signed: _____
Pastor

District Superintendent

Amount Recommended: \$

Amount Recommended: \$

ACTION BY MICHIGAN AREA LOAN FUNDS OFFICE:

(Missions and Church Extension Trust Fund)

Date to Board for vote _____ Ballot Tally Approved Disapproved
Date Note Sent to Church Trustees for Signatures _____

INSURANCE REQUIREMENTS: When your loan is approved, verification of fire and public liability insurance coverage required to be filed with The Michigan Area Loan Funds office. It will be necessary to contact the insurance agent chosen by your Trustees and place a rider on the church's policy naming the Missions and Church Extension Trust Fund as the lien holder for the duration of the loan contract.

Send a copy of this verification and each year's renewal to:

Michigan Area Loan Funds
Attention: Ann Buck
3347 Eagle Run Dr. NE, Suite B
Grand Rapids, Michigan 49525
Phone: 1-888-451-1929
Fax: 1-616-825-6178