
TRACK 4 – PROPERTY IMPROVEMENT AND/OR RENOVATION

REPORT FORM NUMBER 4

Submit completed form to: District Committee on Properties & Buildings, Western PA District/CMA

DATE: _____

NAME OF CHURCH: _____

ADDRESS: _____ PHONE: _____

E-MAIL: _____

PASTOR: _____

SECRETARY OR BUILDING COMMITTEE CHAIRMAN: _____

PHONE: _____ EMAIL: _____

We, the officers of the above named church, submit the following information relative to the proposed improvements we hope to make to our existing property.

(Complete the following form)

I TYPE OF IMPROVEMENTS TO BE MADE AND ON WHAT FACILITY?

II SCOPE OF PROJECT

Describe briefly the extent of the additions and/or alterations. If more space is needed, attach additional page(s). If prepared drawings and/or printed specifications are to be used, please attach a copy.

III GENERAL INFORMATION

1. Does the project involve structural changes in any buildings? Yes No If yes, in buildings other than the parsonage, has state approval been obtained? Yes No
2. Have you applied for a local building permit? Yes No
3. Will the changes comply with zoning regulations such as set-backs, screening codes, material specifications, etc.? Yes No
4. Has consideration been given in your planning to the architectural motif of the property under consideration?
Yes No to surrounding properties? Yes No
5. Have you acquired professional services in planning your project Yes No
 - a. If yes, on what level? Architect Engineer Interior Decorator

Name _____

5. (Continued)

Address _____

Firm _____ Phone (____) _____

b. Is the consultant properly licensed? Yes No

c. Is the consultant experienced in church designing? Yes No

d. Cost of professional services _____
If a percentage of total cost of project, so state)

IV. CONTRACTOR

1. Please identify your proposed approach to construction.

a. General contractor - turnkey operation

b. General contractor - congregational participation

c. General contractor - cost, plus

d. Building supervisor - congregational participation

e. Self contracted (Church acts as its own contractor)

f. Other: describe _____

2. Please identify contractor or building supervisor

a. Name _____

Address _____

Firm _____ Phone _____

b. Is he bonded? Yes No Is there a "no-lien" agreement with the contractor? Yes No

c. Is he experienced in church building? Yes No Commercial Construction? Yes No

Residential construction? Yes No

d. Is there adequate insurance coverage for all laborers? Yes No
(See regulations regarding insurance in District Building Guidelines. Submit a certificate of insurance to the district office)

For the building during construction? Yes No

e. Has a definite completion date been established? _____ When? _____

f. Is there a provision for cost overrun? _____ Explain _____

V FINANCES

[A] HISTORY

1. Yearly income of church over the past 3 years. Does this include pastoral staff salaries? _____
Is pastor on free will offering? _____
20__ \$ _____ 20__ \$ _____ 20__ \$ _____

Include financial reports for last 3 years and current YTD monthly reports including balance sheet.

2. Current operational expense (*Monthly average during the year*) \$ _____
3. Value of present property: Church \$ _____ Annex \$ _____
Parsonage \$ _____ Other \$ _____
4. Present indebtedness:
Original Amount \$ _____ Date _____
To Whom? _____ Rate of Interest _____ %
Date full amount is due: _____
Monthly payments: _____ Are payments being met regularly? _____

[B] FACTORS ANTICIPATED WITH PROJECT

1. Cost of project \$ _____
Cost of furnishings \$ _____ Total cost \$ _____
2. *Additional* operational expense (utilities, janitor, repairs, taxes, etc.) \$ _____ (annually)
3. Cash on hand \$ _____ Amount to be borrowed \$ _____
Rate of interest _____ % Amount of monthly payments \$ _____
Term of loan (number of years): _____
4. Who will finance? _____
5. Does the church receive any present subsidy? _____ Amount \$ _____
From whom? _____
6. Will there be any donated labor? _____
Describe the type of work to be donated _____
Have you firm commitments for this? _____

VI. CONSIDERATION BY MEMBERSHIP

This project, including plans and financial arrangements, has been approved by:

Church Governing Board: Vote Yes _____ No _____ Date _____
(number) (number)

Membership: Vote Yes _____ No _____ Date _____
(number) (number)

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This report should be accompanied by a copy of any plans and/or specifications being used for the project and presented, if possible, in person by the pastor and/or a representative of the local church committee.

Signed _____

Title _____

FOR DISTRICT COMMITTEE ON PROPERTIES & BUILDINGS USE ONLY

DATE OF MEETING _____

ACTION TAKEN _____

APPLICANT INFORMED BY: Letter Phone Both Date



Chairman _____

Secretary _____

Member _____