
TRACK 3 – PARSONAGE PURCHASE OR CONSTRUCTION

REPORT FORM NUMBER 3

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 construction of a proposed parsonage.

(Please include blueprints including plot plan; floor plan; elevations)

I SIZE OF LOT

Please attach a survey map showing size, building location, streets, driveways, parking areas, alleys, right-of-way, etc. If there is more than one building, show building locations in proximity to each other as near to scale as possible. Please identify each building. Describe the topography. _____

II LOCATION ADDRESS

TYPE OF COMMUNITY:

Residential Ethnically populated area Industrial Heavy truck route Commercial Near depressed area Rural Near railroad Older housing area Near factories New housing development Near airport **III AVAILABILITY OF UTILITIES**Water: Well Spring Municipal Sewerage: Septic tank Municipal Other

Electric Company _____

Gas Company _____

IV PHYSICAL CHARACTERISTICS

1. Style of building:

Ranch Multi-level Split entry Two story Split-level Other

2. Square feet of living space excluding garage and unfinished basement _____

3. Number of rooms:

Kitchen Utility room Dining room Full baths Living room Study/den
Powder rooms Family room Bedrooms Other Garage: 1 Car 2 Car

PAGE 2 - PARSONAGE PURCHASE OR CONSTRUCTION REPORT FORM NUMBER 3

IV PHYSICAL CHARACTERISTICS (Continued)

4. Exterior Finish

Brick Vinyl/aluminum siding Wood Stone Combination or Other (Please describe)

5. Type of heating system

Gas fired forced air Gas fired hot water Electric (Describe system) _____

Combination (Please describe) _____

Have you included air conditioning? Yes No

6. Windows

a. Manufacturer's name: _____

b. Type: Double hung Awning Slide Other Metal Wood Vinyl clad

c. Are they: Single glazed Thermopane Insulated glass

d. Are storm windows included? Yes No

e. Are screens provided? Yes No

7. Describe the insulation package giving details as to type, thickness, and R-factor rating.

Walls _____

Ceilings _____

8. Have you included?

a. Play area for children. Outside Inside

b. Porch or patio for outdoor leisure time. Yes No

c. Dishwasher. Yes No

d. Garbage disposal. Yes No

e. Adequate laundry area. Yes No

f. Guest room facilities. Yes No

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 \$ _____

PAGE 3 - PARSONAGE PURCHASE OR CONSTRUCTION REPORT NUMBER 3

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 CONTRACTOR

NAME _____

ADDRESS _____

PHONE NUMBER (_____)
 AREA CODE _____

- Has there been competitive bidding? Yes No _____
- How many bids were received? _____
- Did you accept the lowest bidder? Yes No If not, why? _____
- Have you checked the reputation of the contractor? Yes No
- Is he bonded? Yes No
- Is there a no-lien agreement with the contract? Yes No
- Is there adequate insurance coverage? _____ See Regulations regarding insurance in District Building Guidelines. Submit certificate of insurance to district office.

If an alternative method of construction is to be used, what is it? _____

VII PLEASE PROVIDE US WITH APPROPRIATE INSURANCE CERTIFICATES

PAGE 4 - PARSONAGE PURCHASE OR CONSTRUCTION REPORT NUMBER 3

VIII CONSIDERATION BY MEMBERSHIP

1. On what level (or levels) has the plan been presented for consideration?

Governing Board Membership

2. What was the vote? Governing Board Yes _____ No _____ Date: _____
(number) (number)

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

3. Has the membership authorized any committee to proceed in securing a loan? Yes No

With construction phase? Yes No

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 _____