

**TRACK 2 – CHURCH PURCHASE OR CONSTRUCTION  
APPLICATION FOR PRELIMINARY APPROVAL**

REPORT FORM NUMBER 2--CP

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 Governance Authority of the above-named church, submit the following information relative to proposed property and/or building plans as indicated:

*(Complete sections relative to proposed project)*

**I PROJECT**

1. New Church building       2. Educational space   
3. Fellowship Hall       4. Other \_\_\_\_\_

**II NECESSITY**

1. Average attendance during past three years: Worship Service(s) \_\_\_\_\_ DM Ministries (Sunday School, clubs, small groups) \_\_\_\_\_ Wed PM/Small groups \_\_\_\_\_ Other \_\_\_\_\_  
2. Present seating capacity: Sanctuary \_\_\_\_\_  
How many educational rooms? \_\_\_\_\_ Seating \_\_\_\_\_  
3. The Community: Is it progressive? \_\_\_\_\_ Declining? \_\_\_\_\_ Static? \_\_\_\_\_  
Population within radius of 5 miles: \_\_\_\_\_

**III 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? \_\_\_\_\_

**III FINANCES (Continued)**

**[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? \_\_\_\_\_

**IV PROPERTY** - presently owned and to be used for this project

1. Size and dimensions of property \_\_\_\_\_  
\_\_\_\_\_  
(Attach sketch showing streets, alleys, streams, sewers and location of buildings, etc.)
2. Have you off-street parking? \_\_\_\_\_ For number of automobiles \_\_\_\_\_  
What are your local regulations regarding off-street parking? \_\_\_\_\_  
\_\_\_\_\_
3. Location: Is the vicinity residential  Industrial  Business  On back street  
 One-way street  Rural  Older Housing Area   
New Development  Near a depressed area  Specific race populated  
area  Railroad  Heavy truck route   
Factories
4. Has property been surveyed? \_\_\_\_\_ Do you have a topographical survey? \_\_\_\_\_  
\_\_\_\_\_
5. Have soil tests been made for:  
a. Foundation requirements \_\_\_\_\_ b. Septic tank \_\_\_\_\_
6. Are all utilities available? \_\_\_\_\_ If not, at what cost will they be available \$ \_\_\_\_\_
7. Is there good access to the building site? \_\_\_\_\_
8. Do local long-range plans anticipate any changes in the vicinity? \_\_\_\_\_  
Airport  Expressway  Industrial development  Other \_\_\_\_\_
9. Is the site visible to the motoring public on through streets or highways? \_\_\_\_\_

10. Will local zoning regulations affect future development? \_\_\_\_\_

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**IV PROPERTY (Continued)**

11. Will this project allow for future development at this site? \_\_\_\_\_

12. Is there sufficient space for lawn and landscaping? \_\_\_\_\_

**V CONSTRUCTION SCHEDULE**

1. Approximate starting date \_\_\_\_\_

2. Expected completion date \_\_\_\_\_

**(Attach a concise statement of planned project, explaining type, architecture, size, seating, materials, type of heating, etc.)**

**VI CONSIDERATION BY THE MEMBERSHIP**

1. On what level(s) has the concept been presented for consideration?

Governance Authority \_\_\_\_\_ Vote Yes \_\_\_\_\_ No \_\_\_\_\_ Date \_\_\_\_\_  
(number) (number)

Membership \_\_\_\_\_ Vote Yes \_\_\_\_\_ No \_\_\_\_\_ Date \_\_\_\_\_  
(number) (number)

2. Has a committee been authorized to proceed with the concept? \_\_\_\_\_

3. Name of said committee \_\_\_\_\_

Chairman \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

Signed \_\_\_\_\_

Title or Office \_\_\_\_\_

**FOR DISTRICT COMMITTEE ON PROPERTIES & BUILDINGS USE ONLY**

DATE OF MEETING \_\_\_\_\_

ACTION TAKEN \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

APPLICANT INFORMED BY: Letter  Phone  Both  Date



Chairman \_\_\_\_\_

Secretary \_\_\_\_\_

Member \_\_\_\_\_