



**Church Loan Program and Presbyterian Investment & Loan Program**

(An electronic version of this application may be downloaded at [www.pcusa.org/pilp/loans.htm](http://www.pcusa.org/pilp/loans.htm))

Presbyterian Church (U.S.A.) Investment & Loan Program, Inc.  
 100 Witherspoon Street \* Louisville KY 40202  
 Fax numbers: (502) 569-8868 or (502) 569-8323  
**Toll Free Contact number: (800) 903-7457**

Ben Blake	Ext. 5865	VP, Sales and Marketing	<a href="mailto:ben.blake@pcusa.org">ben.blake@pcusa.org</a>
Judy Walton	Ext. 5231	Director of Credit Operations	<a href="mailto:judy.walton@pcusa.org">judy.walton@pcusa.org</a>
Eric Moore	Ext. 5890	Director of Loan Operations	<a href="mailto:eric.moore@pcusa.org">eric.moore@pcusa.org</a>

**SECTION A: GENERAL INFORMATION**

Corporate Name of Church (incorporation required):

Street Address:

Mailing Address if different than street address:

City:

St:

Zip:

County:

Phone:

Fax:

Church website:

Amount of Loan Needed:

Length of Loan Term:

Construction Begins:

Loan Proceeds Needed:

Desired Closing Date:

Whom should we contact regarding questions on the application?

Title:

Preferred Daytime Phone:

Email:

New Construction:

Renovations Repairs:

Purchase:

Refinance:

Sanctuary

Sanctuary

Existing Bldg

Existing Mortgage

Christian Ed Space

Christian Ed Space

Land/Site

Bond Issue

Multi-Purpose Bldg

Multi-Purpose Bldg

NCD Site

Construction Loan

Other Purpose of Loan:

New Church Development (NCD) <10 years old

African-American

Middle Eastern

Transformational /Redevelopment

Caucasian

Native American

Rural/Small Town

Hispanic/Latino

Multi-Cultural

Suburban

Korean-American

Other:

Urban

Other Asian:

Federated/Union Church

*To be completed by loan program staff.*

Received:

PIN #:

Presbytery:

Synod:

Congregation Representative:

Title:

Address:

City:

St:

Zip:

Phone:

Email:

Current Pastor:

At Church since:

Daytime Phone #:

Email:

Clerk of Session:

Preferred Phone#:

Email:

Address:

City:

St:

Zip:

Phone #:

Fax # :

Email:

Whose name is on title to church property? (please check one)

Will all the church property serve as collateral for loan?

Date of Charter:

How many head pastors have served this church (exclude interims and associates)?

Agent's Name:

Agency:

Phone #:

Fax #:

Email:

Current replacement value coverage:

Current Liability coverage:

Estimated value of land:

Number of acres:

**SECTION B: COMMUNITY DEMOGRAPHIC INFORMATION**

Factors expected to contribute to the growth or decline of your parish/community’s population and economy:

What is the economic base of your community (i.e. major employers that affect income of members)?

Approximate population of your city/community:

**SECTION C: CHURCH STATISTICAL INFORMATION**

If your church participates in the General Assembly’s Annual Statistical Report each year, the historical data for membership and average weekly attendance may be found on line at [www.pcusa.org/search/churches/default.jsp](http://www.pcusa.org/search/churches/default.jsp). From this page you can find your congregation. On subsequent page you have an option to view statistical information about your church if it has been submitted.

	2005	2006	2007	2008	2009
Church Membership:					
Average Weekly Attendance:					
	% under 45	% 45 to 65	% over 65		
Approx. Membership By Age Categories:					
	One Year	Three Years	Five Years		
Expected Membership Growth:					
PLEDGE INFORMATION (Operating Budget):	Current Year	Last Year	2 Years Ago		
Number of possible pledging units in church:					
Number that actually pledge:					

**SECTION D: SOURCES OF REPAYMENT AND OTHER DEBT**

**Church Building Fund Campaign**

Total pledged to capital campaign:                      over                      years.      Number of pledges

Pledges will be paid over what period?      From:                      To:

Was your capital campaign directed by Church Financial Campaign Service?

If no, what campaign service was used?

If number 5 is “Yes”, what are the dates?      From:                      To:

In prior capital campaigns, what percent of money pledged was actually received?                      %

If you have not had a campaign recently, please check this box.

**Projected New Loans To Fund This Project – if exact information is not known, use anticipated information**

<b>Lender</b>	<b>Amount</b>	<b>Interest Rate</b>	<b>Length of Loan</b>	<b>Monthly Payments</b>
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**Totals:**

**Current Mortgage Debt**

<b>Lender</b>	<b>Original Amount</b>	<b>Current Balance</b>	<b>Monthly Payment</b>	<b>Maturity Date</b>	<b>Interest Rate</b>
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**Totals:**

**SECTION E: SITE LOAN DATA (Fill in only if the loan request is for land or site purchase.)**

**Select One:**

New Site Development Site

Relocation Site (attach explanation and supporting documents regarding disposition of existing property)

Addition to current site

How will site be used?

**Required Attachments (site loan only)**

1. Soil test results for compaction and percolation.
2. Contract of Sale (if available).
3. Real estate closing documents (if purchase has been completed, forward closing statement, deed).
4. Architect evaluation of site development (if appropriate).
5. Proof of zoning compliance
6. Appraisal will be required before loan can be closed.



**SECTION G: AUTHORIZATION**

**Church/Borrower**

We, the undersigned, hereby certify that all statements made herein, are applicable to the organization for which we are signing and are true and correct to the best of our knowledge and belief. We further certify that this application is submitted with the full knowledge and approval of the official governing board we represent.

We also grant permission to the Presbyterian Church (U.S.A.) Investment and Loan Program, Inc., if the loan is funded in whole or in part by investor funds, to use our name and loan information in the production of the Presbyterian Investment & Loan Program’s informational brochures and promotions, including but not limited to, interviews with the press and lists sent to the investors or potential investors.

We also agree to periodically place in the congregation (or governing body) newsletters, bulletin inserts and other communication vehicles material promoting the Presbyterian Investment & Loan Program that will include information provided by or preapproved by the Program.

Date:  **Copy of application forwarded to presbytery (Required)**  
 **Copy of application forwarded to synod (If Required)**

Typed or Printed Name and Title

Authorized Signature

Typed or Printed Name and Title

Clerk of Session or Authorized Signature

**Presbytery**

On \_\_\_\_\_ (date) the Presbytery of \_\_\_\_\_ in accordance with the Book of Order and its own procedures:

- Reviewed and approved this project as to mission priority:
- Gave consideration to participation in the project’s funding:
- Reviewed and approved the Financial Plan as fiscally responsible:
- Agreed to monitor the application of the Equal Employment Opportunity policy of the General Assembly as appropriate to this project:
- Has/will agree (d) at its last/next scheduled meeting held on/to be held on \_\_\_\_\_ (date) to guarantee/co-sign the loan(s) and to assume repayment responsibility in the event of loan default.

Presbytery Executive/Stated Clerk

Date

**Synod (not required in the Synod of Mid-Atlantic, Synod of the Trinity or Synod of the Northeast)**

On \_\_\_\_\_ (date) the Synod of \_\_\_\_\_ endorsed this application for funding as requested. (Synod endorsement is required for **all** loan applications including loans to presbyteries)

Synod Executive/Stated Clerk

Date

In order to make the process of obtaining a loan easier, we have compiled this list of items needed for loan approval. Items in Section A are to be submitted along with your completed loan application. Sections B and C are items to be gathered after loan approval. Please note the items in Section B will be provided by the program.

**Section A: Borrower will provide these items along with completed loan application**

- Financial statements for last 3 years (*balance sheet, income & expense*) (*signed by church treasurer/bookkeeper*)
- List of church cash or liquid assets not disclosed in financial statements
- Operating statements for the current year
- Current year's annual budget
- Proposed budget (*current year if available*)
- Proposed repayment plan
- Architect's drawings (*file size please*), showing floor plan and elevation (*if construction loan*)
- A copy of the construction contract when available (*must have contract before closing*)
- Description of project scope and objectives. Please give a brief description of the scope of the project. How will the project help the church accomplish its mission goals and objectives? Does this project include plans to improve accessibility (either physical or auditory) or accommodate the needs of persons with disabilities? What elements of your project, if any, will improve the energy efficiency of your buildings? If a written summary of the church's history is available, please attach it.
- Brief history of church

**Requirements for Closing a Loan AFTER Approval:**

**Section B: Presbyterian Investment and Loan Program (PILP) will provide these items**

- Commitment Letter (*provided after loan approval*) this is to be signed by borrower and returned.
- Appraisal (*for purchase contracts*) or Appraisal Checklist (*provided after loan approval*)
- Title Commitment (*Ordered by PILP*)
- Mortgage/Deed of Trust (*Prepared by PILP*)
- Promissory Note (*Prepared by PILP*)
- Affidavit and Certificate of Incumbency (*form provided*)
- Presbytery Guaranty Agreement (*if applicable – This form will be sent to your Presbytery by PILP*)
- Presbytery approval resolutions (*certified – This form will be sent to your Presbytery by PILP*)

**Section C: Borrower will provide these items to the Presbyterian Investment & Loan Program (PILP)**

- Copy of church Bylaws (*with certification provided by PILP*)
- Copy of Articles of Incorporation (*with certification provided by PILP*)
- State Certificate of Corporate Good Standing of Articles of Incorporation
- Payment and Performance bonds (*if construction loan*)
- Evidence of zoning compliance
- Evidence of liability and fire insurance coverage (*naming the lender as additional insured, loss payee & mortgagee*)
- Property survey (*if required to lift exceptions to title insurance*)
- Certificate of Occupancy
- Congregation and corporation approval resolutions. (*certified*)
- Environmental Assessment Checklist or Phase I Environmental Audit
- Builder's risk insurance (*if applicable*)

**PLEASE RETURN THIS SIGNED APPLICATION ALONG WITH ALL REQUESTED DOCUMENTS FROM SECTION A TO:**

Presbyterian Church (U.S.A.) Investment & Loan Program  
100 Witherspoon Street, Room 1044A  
Louisville KY 40202-1396

Revision Date: September 2009