

Appendix III

Property Encumbrances / Dismissal Procedures (Approved by Presbytery 11-20-2014) Reference SR-6.0401g

Procedures for Church Real Property, Loans, Mortgages, Leases, or Sells

1. Review the church deed noting any restrictions of use.
2. Review a Title policy noting any encumbrances with restrictions.
3. Verify with local tax authority for consequences if change of use.
4. Have a specific property surveyed and contract drafted by legal counsel.
5. Approved by session and a duly constituted congregational meeting. (CAUTION: contracts cannot be finalized until next item complete)
6. Have encumbrances reviewed by presbytery trustees, noting that property transactions may require presbytery approval.
7. Have a real estate qualified attorney record the appropriate documents at the county courthouse.

Procedures for Dissolving or Dismissing a Church with Property

Deed: Clarify any restrictions on property use and ownership. Same with Endowments.

Survey/appraisal: Clarify property in questions and estimate value.

Contracts: Clarify with presbytery legal counsel noting all liabilities and property
Recording any presbytery interest.

Records: Provide all church records to Presbytery.

Sign documents: Upon verification, sign as directed by Presbytery or Administrative
Commission.