



**CHURCH APPLICATION FOR CAPITAL LOAN**

Congregational Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Contact Person \_\_\_\_\_ Pastor \_\_\_\_\_

Contact Phone \_\_\_\_\_ Contact Email \_\_\_\_\_

Is Church Incorporated? \_\_\_\_\_ IRS # \_\_\_\_\_ Number of Fulltime Staff \_\_\_\_\_

How much do you hope to borrow? \_\_\_\_\_ Desired Term of Loan \_\_\_\_\_

**GENERAL INFORMATION**

1. In a separate document, please supply a brief narrative about your church, its history and health, and its ministry to the community. Be sure to include the reasons this loan is needed, what you will do with the funds, and why doing so will enhance the church's ministry.
2. List membership, worship attendance and giving statistics for year to date plus the previous three years.

YEAR	MEMBERSHIP	AVERAGE WORSHIP ATTENDANCE	GENERAL FUND GIVING	CAPITAL FUND GIVING	OTHER GIVING	TOTAL ANNUAL GIVING
20____ YTD						
20____						
20____						
20____						

Comments on current membership, attendance, and giving:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Give an estimate of church potential growth in membership, attendance and giving for the next three years.

YEAR	MEMBERSHIP	AVERAGE WORSHIP ATTENDANCE	GENERAL FUND GIVING	CAPITAL FUND GIVING	OTHER GIVING	TOTAL ANNUAL GIVING
20__						
20__						
20__						

Explain why you believe this is reasonable:

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**FINANCIAL INFORMATION**

4. Furnish detailed financial reports for year to date and the past two years. Include:
- a.) Budgets, including a pro forma budget that estimates new expenses after loan is made
  - b.) Income/expense reports
  - c.) End of year balance sheets

5. Current appraisal on properties (include copy)

Church \_\_\_\_\_ Parsonage \_\_\_\_\_ Other \_\_\_\_\_

6. List all outstanding debts, including capital, operational, and any others:

CREDITOR	TYPE OF LOAN	ORIGINAL BALANCE	CURRENT BALANCE	MONTHLY PAYMENT

**PROPOSED PLANS**

7. Type of project (check all that apply): Church \_\_\_\_\_ Parsonage \_\_\_\_\_ Remodeling \_\_\_\_\_ Addition \_\_\_\_\_  
 New Construction \_\_\_\_\_ Purchase \_\_\_\_\_ Refinancing \_\_\_\_\_ Other \_\_\_\_\_

8. Briefly describe the type of project planned, as to construction, renovation, materials, style, interior finish, etc.:

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9. Submit construction plans, construction contract, architectural drawings and any other information that describes and prices out the project.

10. Are bids being sought for the project? \_\_\_\_\_ Explain: \_\_\_\_\_

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11. Costs and Projections:

- a.) Estimated total cost: \_\_\_\_\_
- b.) Down payment: \_\_\_\_\_ Percentage: \_\_\_\_\_%
- c.) Estimated loan requested (a – b): \_\_\_\_\_
- d.) Date of proposed purchase or start of construction: \_\_\_\_\_
- e.) If a construction/renovation project, estimate dates and amounts or percentages of funds needed at each stage of the contract. If available, attach a proposed Draw Schedule from the contractor.)

12. Beyond the down payment, what cash or pledges are available for this project?

SOURCE	AMOUNT	DATE EXPECTED

13. Anticipated monthly payment \_\_\_\_\_ Anticipated length of loan \_\_\_\_\_

14. What collateral is offered for security? \_\_\_\_\_

15. Furnish a resolution by the Church Board or Congregational Council to borrow the requested funds and pledge of first income toward repayment.

16. Any further comments or background information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**We hereby certify that the information contained in this application and its attachments is true and correct to the best of our knowledge.**

Authorized Signatures:

_____	_____
_____	_____
Print Name	Print Name
_____	_____
Title	Title
_____	_____
Date	Date

**Please return the completed application and supporting documents to:**

Brethren in Christ Foundation, Inc.  
431 Grantham Road  
Mechanicsburg, PA 17055  
[jburns@bicfoundation.org](mailto:jburns@bicfoundation.org)  
Phone: (717) 796-4788  
Fax: (717) 697-7714

**IMPORTANT**

PLEASE ALSO SEND A COPY OF THIS COMPLETED APPLICATION AND SUPPORTING INFORMATION TO THE BISHOP OF YOUR BIC REGIONAL CONFERENCE.