



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:

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. BIC U.S. asks every congregation to contribute 10% of their undesignated tithes and offerings to the support of Common Ministry. What percentage are you currently contributing?

This year (20__ YTD) _____% Last year (20__) _____% Two years ago (20__) _____%

6. Going forward, what are your intentions with respect to giving to BIC U.S. Common Ministry? _____

7. Current appraisal on properties (include copy)

Church _____ Parsonage _____ Other _____

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

| CREDITOR | TYPE OF LOAN | ORIGINAL BALANCE | CURRENT BALANCE | MONTHLY PAYMENT |
|----------|--------------|------------------|-----------------|-----------------|
| | | | | |
| | | | | |
| | | | | |

PROPOSED PLANS

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

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

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

12. Are bids being sought for the project? _____ Explain: _____

13. 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.)

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

| SOURCE | AMOUNT | DATE EXPECTED |
|--------|--------|---------------|
| | | |
| | | |
| | | |
| | | |

15. Anticipated monthly payment _____ Anticipated length of loan _____

16. What collateral is offered for security? _____

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

18. Any further comments or background information: _____

NOTE: All questions must be answered. Incomplete applications will be returned.

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
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.