

Synod of the Pacific



FORM - R Renewal or Conversion Application for Existing Synod Loan

Instructions:

Please send the **completed application** to your Presbytery. Include the following:

- Financial Statements (balance sheet and revenue/expense) for current year and past 2 years
- Current church budget and next proposed budget

Send a **complete copy** to Danielle **EMAIL IS PREFERRED/RECOMMENDED**

SYNOD OF THE PACIFIC
ATTN: Loan Department
PO Box 964
Petaluma, California 94953-0964

Consultation and assistance is available by contacting Danielle McCarthy, Investment and Loan Coordinator, at 707-765-1772 ext. 110 or email to danielle@synodpacific.org.

Please call your local Presbytery for their application deadlines and procedures. Synod's application deadline is the 10th of the Month Prior to their scheduled meeting dates in February, May, August, and October. Loan renewals that do not request a modification or special request of any kind are reviewed and approved in-house and are not required to be submitted by a certain timeline, other than their loan renewal date.

FORM R

APPLICATION TO RENEW OR CONVERT EXISTING SYNOD LOAN

Renew Line of Credit Renew Amortized Loan Convert Line of Credit to Amortized Loan

Section A: General Information

Current Balance \$ _____ Amount Applied for (if different) \$ _____

Date of original Promissory Note: _____ Original use of funds: _____

Name of Church _____ PIN _____ Presbytery _____

Phone (____) _____ Fax (____) _____ E-Mail _____

Street Address _____ City _____ State _____ Zip _____

Mailing Address (if different) _____

Does the Church have a website? Yes No If so, website address: _____

Titleholder (exact corporate name) _____

Primary Contact Person for this Loan Application _____ Title _____

Phone (____) _____ Fax (____) _____ E-Mail _____

Pastor _____ Phone (____) _____ At this Church Since _____

Clerk of Session _____ Phone (____) _____ Term Expires _____

Clerk of Session Email: _____

Section B: Information about Your Community

Radius of community in miles _____

Population on Form A♦ _____ Current Population _____ Expected 5-year growth _____

Factors contributing to changes in population (cite sources): _____

Changes in economic base of community: _____

Section C: Church Statistical Information

Communicant church membership (past five years):

This Yr. (est.) _____ Last Yr.: 20__ _____ 20__ _____ 20__ _____ 20__ _____

Average Attendance at Sunday Worship Service(s) (past five years):

This Yr. (est.) _____ Last Yr.: 20__ _____ 20__ _____ 20__ _____ 20__ _____

Explanation for Changes in Membership: _____

Resident family membership units (number of pledging units)

This Yr. (est.) _____ Last Yr.: 20__ _____ 20__ _____ 20__ _____ 20__ _____

Approximate average family income in congregation \$ _____

Building Fund Campaign:

Total receivable amount (not yet collected, but still collectable) of previous/current campaign \$ _____

Previous / current campaign pledge period from _____ to _____ (dates)

Future campaign planned for retirement of this debt from _____ to _____ (dates)

Campaign directed by Church Financial Campaign Service of PC (USA)? Yes No If no, provide copy of contract.

Section D: Church Financial Information

Collateral (that which was secured for the loan)

Estimated Current Value of Church land: \$ _____ Buildings: \$ _____ Total: \$ _____

Operating Budget (excludes building funds and affiliated operations such as pre-school)

	This Yr. (Budget)	Last Yr. 20__	20__	20__	20__
General Operating Revenue					
A Pledged Revenue					
B Non-Pledged Revenue					
C Operating Revenue from other sources (specify: _____)					
D Total General Operating Revenue * (A+B+C)					
E Total General Operating Expenses					
General Operating Surplus or Deficit (D minus E)					

Borrowing:

Existing Loans (include all debt to banks, Synod, G.A., Presbytery, church members, etc.)	Collateral	Note Amount	Unpaid Balance	Maturity Date	Payment	Interest Rate
Projected New Loans						
			N/A			
			N/A			

Please explain any differences between the above financial summary and the financial statements provided:

Sections F and G do not apply, and therefore are not included

Section H: Standard Terms and Conditions

All Renewals and Conversions

- ___ 1. The applicant shall incur no financial obligations which are not approved as part of this application without prior consent from the Presbytery and the Synod.
- ___ 2. Terms and outstanding balances of all loans shall be acknowledged by being printed in the minutes of each annual meeting of the congregation, until fully repaid.
- ___ 3. All borrowers with loan balances over \$500,000 will be required to provide annual financial statements to the Synod within 90 days of their financial year end. Annual or monthly financial information may also be required of other accounts as deemed necessary by the Synod.
- ___ 4. Synod reserves the right to suspend credit if applicant's payments are not within term, or if Synod deems there is any other substantial breach of loan covenants.
- ___ 5. The Synod reserves the right to revise the interest rate in the event that Synod has a change in banking relationships and/or any significant change in its cost of borrowing.
- ___ 6. Extension or conversion to an Amortized loan is not automatic. A new Initiation Fee will be charged on any extension or conversion.
- ___ 7. The interest rate will increase by 1% at the maturity date and every anniversary thereafter if the loan has not been extended or converted.
- ___ 8. There is an Initiation Fee of \$250 for the Renewal of the loan. The Initiation Fee will be added to the balance of the current loan if not paid within 60 days of approval. Initiation Fees are non-refundable.
- ___ 9. Line of Credit and Amortized loans over \$25,000 will be secured by a Deed of Trust on real property. All loans requiring a Deed of Trust will also require standard ALTA Title Insurance.
- ___ 10. All loans shall become immediately due and payable when a congregation sells any portion of real property on which a Synod loan has been made and or at such time as the borrower is no longer under the jurisdiction of the Presbyterian Church (USA).

Initial next to each condition to signify you agree to the term. If any of the above conditions cannot be met, please request a waiver of the conditions on the following page. State the reasons for your request as part of this loan application.

Covenant Agreement

Select and initial ONE of these statements, then sign below:

- 1) _____ The applicant congregation hereby agrees to abide by all terms and conditions of this loan as found on the previous page of this application.

- 2) _____ The applicant congregation hereby requests a waiver of certain loan terms and conditions as found on the previous page of this application. In the space provided below we explain any requests for waivers of terms and conditions.

Clerk of Session

Date

APPLICATION for WAIVER

The applicant congregation wishes to request a waiver of the following condition (s) with the following explanation:

Section I: Approvals

CHURCH/BORROWER (Session Request)

On _____, 20 ____, the Session of _____ Church of _____ (City/State), subject to the approval of Presbytery, VOTED to apply for a (choose one):

- Renewal of our existing Synod Line of Credit in the amount of up to \$ _____, for an additional 24 months, with payments of interest only, based on the Synod's internal cost of funds.

- Renewal of our existing Synod Amortized loan with a current balance of approximately \$ _____, for 60 additional months, with payments of principal and interest, based on the Synod's internal cost of funds, based on a _____ year amortization schedule (Max depends on age of loan.)

- Conversion of our existing Synod Line of Credit with a current balance of approximately \$ _____, to a Synod Amortized loan, for 60 months, with payments of principal and interest, based on the Synod's internal cost of funds, based on a _____ year amortization schedule (25 year maximum).

The Session believes the statements and data contained herein to be accurate, and that the proposed financial obligations are within the ability of the church to repay and submits this application for consideration. The Session understands and agrees to the "Standard Terms and Conditions" in Section H of this application.

Clerk of Session

Date

PRESBYTERY

On _____, 20 _____, the Presbytery of _____

In accordance with the Book of Order and its own procedures approved this application for a (choose one):

- Renewed Line of Credit for 24 months Renewed or Converted Amortized loan for 60 months in the amount up to \$ _____.

The Presbytery also reviewed and approved this financial commitment as fiscally responsible and agreed to guarantee scheduled repayment of said Synod Loan. A copy of the Presbytery's recent Audited Annual Financial Statements is attached.

Presbytery/Associate Synod Executive/Stated Clerk

Date

SYNOD

On _____, 20 _____, the SYNOD OF THE PACIFIC, in accordance with its own procedures, VOTED to APPROVE

a Renewed Line of Credit for 24 months Renewed or Converted Amortized loan for 60 months.

in the amount up to \$ _____ at a starting interest rate of _____% based on the Synod's internal cost of funds.

Synod Executive/Director of Business Services/Stated Clerk

Date