

DIOCESAN LOAN GUIDELINES

The Diocese carries a revolving loan fund entitled “Development Loan Fund”. This account has been designated for: major maintenance or replacement; purchase of land; construction; and congregational loans for these purposes.

Any congregation thinking about a loan request from the revolving loan fund must work closely with the **Investment Committee**. Among the duties of the **Investment Committee** are the two listed below:

1. Initially receive and analyze loan requests from parishes/missions, and **recommend action** to the Standing Committee.
2. **Advise** the Standing Committee on proposed purchase of real property.

Following are the steps which the congregation must take when requesting a loan:

1. Request forms needed for consideration of proposal from the **Investment Committee** or Diocesan Office.
2. Congregation sends loan proposal to the **Investment Committee**.
3. **Investment Committee** approves request, or works further with local congregation.
4. **Investment Committee** forwards their **recommendation** to **Standing Committee** for approval.
5. **Standing Committee** notifies parish/mission regarding status of request, and terms.
6. When funds are needed, request is put in to the **Diocesan Office**.

The **Standing Committee** meets only three times each year (usually in March or April -- July or August -- November or December) and requires all written committee reports be in their hands at least two weeks prior to the meeting date. **The loan process takes time -- please think ahead!**

DIOCESAN LOAN APPLICATION FORM—PAGE 1

Date: _____ Name of Congregation: _____

Address: _____ City: _____ Zip: _____

Daytime telephone: _____

Describe reason for loan request: _____

Cost of Project: \$ _____ (Submit applicable drawings and/or bids)

Less: Building funds available	\$ _____
Local funds available	\$ _____
Special fund raising	\$ _____
Other sources of funds	\$ _____
Grant:	\$ _____
Loan:	\$ _____
Other _____:	\$ _____

Total funds available: \$ _____

Amount of loan requested: \$ _____

Repayment Program: ___ 3 years ___ 5 years ___ 10 years ___ Other

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What recent remodeling/renovation has been completed?

_____	Cost	\$ _____.
_____	Cost	\$ _____.
_____	Cost	\$ _____.

Indebtedness: \$ _____ Outstanding Mortgages/Loans \$ _____ Current Unpaid Bills
 Amount pledged to the diocese in dollars and percent: \$ _____ and _____%

Please be sure to submit a copy of your budget for the current year.

Return this form to: **Attn: Administrator**, Diocese of Alaska, 1205 Denali Way, Fairbanks, AK 99701

Information from parochial report: Specify Year _____

Number of Households _____	Number of Baptized Members _____
Number of Communicants _____	Number of Church School Students _____
Number of pledging Units _____	Operating Funds \$ _____.

Description of Present Site and Buildings: _____

1. Population of your parish area: 10 years ago _____ 5 years ago _____
 Currently _____ Five year projection _____

2. List position (clergy and lay staff), indicating whether full or part-time:

3. Do you currently (or do you plan to) share your facilities with the needs of the community and with other churches?

4. Do your plans call for future additions to buildings and parking?

5. Provisions for physically handicapped? Please indicate yes or no.
 _____ Ramp _____ Lift _____ Rest Rooms _____ Drinking Fountain

6. Is your congregation participating in the Church Risk Management Program?
 ___ Yes ___ No If participating, what phase of the study are you in?

7. Please attach (or list below) a brief history of your congregation, its future potential, community factors, etc.

 Signature of person completing form