

# PROPERTY DISPOSITION POLICY

## Winnebago Presbytery

Editorial Revisions April 2013

### I. Purpose:

The Book of Order mandates the approval of Presbytery in any case in which a particular church leases, encumbers, or sells its real property.

G-4.0203 Church Property Held in Trust

G-4.0206 Selling, Encumbering, or Leasing Church Property

### II. Procedure:

The procedure for Presbytery consideration and action on local church property matters covered in the provisions above is as follows:

- a. The church, through its session, submits a request to the Finance Commission.
- b. The Finance Commission acts as the Board of Trustees for its consideration.
- c. The Finance Commission makes a recommendation to Presbytery, with a rationale if appropriate.
- d. Presbytery shall act upon every request made by a constituent church regarding the disposition of property.
- e. The Finance Commission shall notify, in writing, the session of the church regarding the action of Presbytery.

### III. Content of Request:

Each request shall give the information needed for the consideration by the Finance Commission and Presbytery and is to include the following:

- a. For all sales, leases, or mortgages:
  - date and action taken by session
  - date and action taken by the congregation
  - legal description of the property
  - brief description of the improvements, if any
  - nature and use of the property
  - reasons for the proposed disposition

b. For all sales (additional)

- market value and how this was determined
- amount of sale (proposed) and explanation if less than market value
- use of property by proposed buyer
- mortgage balance, if any
- disposition of sale proceeds, with explanation if appropriate

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