

Guidelines for Congregations in Sale of Manse

Status unclear. Dated April, 1991

GUIDELINES FOR CONGREGATIONS IN THE SALE OF A MANSE

The Presbytery of Chicago, through the Commission on Ministry, bears responsibility for fulfilling the provision of the *Book of Order* in approving the conditions of a call or changes in the terms of a call in assurance that adequate provision is made for housing or a housing allowance of a full or part-time minister.

When a congregation requests permission to sell a manse, the congregation shall continue to bear responsibility for adequately housing full and part-time teaching elders called by that congregation. The following guidelines shall be observed:

- (a) The Commission on Ministry must be notified regarding proposed changes in terms of call;
- (b) The principal of the proceeds of the sale of the manse shall be considered as capital funds and not be dispersed for operating expenses;
- (c) Consideration shall be given to maintaining the principal proceeds from the sale of a manse as a trust or in an escrow fund, the income of which may be used toward a housing allowance;
- (d) A minimum amount shall be retained as a "Manse Fund" in an amount equal to the requirements for a down payment on the purchase of a residence for a teaching elder in the community, and that fund shall be available for a loan to a teaching elder as a second mortgage for such a down payment, if required;
- (e) In consultation with the Business Affairs Work Group, consideration shall be given to the future needs of the congregation which may require the congregation to purchase or provide a manse in order to call the appropriate teaching elder to that congregation.

When a congregation seeks to sell manse property, the transaction must be approved by action of Presbytery. Necessary steps of clearance with the Business Affairs Work Group must be followed in order to clear such a request to Presbytery.

Guidelines for Congregations in Sale of Manse

Status unclear. Dated April, 1991

Request for Permission to Sell a Manse

1. Name and address of requesting congregation:

2. Reasons for selling manse:

3. Address of manse to be sold:

4. Legal description of the property:

5. Have the terms for housing allowance or other arrangements been cleared with the Commission on Ministry? Yes: ___ No: ___

Name of Commission on Ministry Representative _____

6. Does the proposed sale conform to the "Guidelines for the Sale of Manses" as approved by the Presbytery? (See attached copy) Yes: ___ No: ___

7. What arrangements are proposed for housing a teaching elder?

What is the current average price of homes in your area? _____

8. The Business Affairs Work Group requires that three market appraisals be done on the property. Please attach them to this document.

Average Appraised Valuation _____

Guidelines for Congregations in Sale of Manse

Status unclear. Dated April, 1991

9. Are there mortgages, liens or other debts on the property?

Yes ___ No ___ If yes, please list each:

Lien Holder	Original Amount	Date	Current Balance	Date of Maturity

10. Name and phone number of attorney advising congregation on this sale:

First Request: (Permission to place the property on the market) (*emphasis in original*)

Will the property be listed with a realtor? Yes ___ No ___

If no, how will you attempt to sell the property?

Proposed listing or asking price: _____

Please attach a copy of any listing agreement with a realtor.

Commission _____

Length of agreement: _____

Date of Session approval for selling property _____

Date of congregational approval of sale _____

Name of person completing this form _____

Daytime phone number _____

Guidelines for Congregations in Sale of Manse

Status unclear. Dated April, 1991

Second Request: (Approval of Contract) (emphasis in original)

Name(s) of buyer: _____

Their address: _____

Intended use of property: _____

Selling price in contract: _____

Terms of contract:

Closing date: _____

Earnest Money Deposit _____

and/or

Terms of Settlement: _____

Conditions:

Please attach a copy of the contract.

Date of Session approval _____

Name of person completing this form _____

Daytime phone number _____