

Presbytery of Chicago
Approval Matrix for Congregational Real Estate Activities (Revised 8/8/2011)

This matrix shows the approvals required for certain real estate transaction.

The approval required is based on the Book of Order (2011/2013) sections G-4.0200, G-1.0503(d), G-3.0201(c), and the Presbytery of Chicago Manual of Operations.

Activity	Session	Congregation	Business Affairs	Presbytery Coordinating Commission	Assembly	POC Legal Corporations	Comments
Sell a congregation's building including sanctuary	Approve	Approve	Approve	Approve	Approve	Approve	
Buy a congregation building including sanctuary	Approve	Approve	Approve	Approve	Approve	Approve	
Rent space in another building for worship	Approve	Inform	Inform	Inform	Inform	No action	Inform COM
Rent space in another building not for worship	Approve	Inform	Inform	Inform	Inform	No action	
Sell a manse	Approve	Approve	Approve	Approve	Inform	No action	Inform COM
Sell a house (not a manse)	Approve	Approve	Approve	Approve	Inform	No action	
Buy a house (not a manse)	Approve	Approve	Approve	Approve	Inform	No action	
Sell vacant property	Approve	Approve	Approve	Approve	Inform	No action	
Buy vacant property	Approve	Approve	Approve	Approve	Inform	No action	
Take out a new mortgage	Approve	Approve	Approve	Approve	Inform	No action	
Refinance existing mortgage	Approve	Approve	Approve	Approve	No action	No action	
Take out a mortgage that requires Presbytery guarantee	Approve	Approve	Approve	Approve	Approve	Approve	
Lease worship space	Approve	Approve	Approve	Approve	Approve	No action	
Lease part of building (not including worship space) for 5 years or less	Approve	Inform	No action	No action	No action	No action	
Lease part of building (not including worship space) for more than 5 years	Approve	Inform	Approve	Approve	Approve	No action	