

## **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.

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Request for Permission to Sell a Manse

1. Name and address of requesting congregation:

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2. Reasons for selling manse:

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3. Address of manse to be sold:

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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?

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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 \_\_\_\_\_

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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 \_\_\_\_\_

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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 \_\_\_\_\_