

**APPLICATION FOR A LOAN GUARANTEE/LOAN
FROM THE CONGREGATION OF:**

.....

TO
THE PRESBYTERIAN CHURCH BUILDING CORPORATION
The Presbyterian Church in Canada

50 Wynford Drive, Toronto, Ontario M3C 1J7
PHONE: (416) 441-1111 or 1-800-619-7301
FAX: (416) 441-0355 E-MAIL: pcbc@interlog.com

Date of Application: _____

Congregational Contact:

Name _____

Address _____

_____ Postal Code _____

Telephone (____) _____ (____) _____
Home Office

Fax (____) _____ e-mail _____

THE PRESBYTERIAN CHURCH BUILDING CORPORATION

Application for a Loan Guarantee/Loan

Please complete in triplicate. Keep one copy for your records. One is to be retained by your Presbytery. The third is to be forwarded, with the supporting documents listed below, to the Corporation's office.

The following must accompany this application:

1. An appraisal of the land (market value) and any church building (replacement value) prepared by a qualified appraiser (Real Estate firm).
2. A survey of the land, prepared by a Provincial Land Surveyor.
3. The most recent audited financial statement including:
 - a Balance Sheet
 - Income and Expense Statement
 - Budget for coming year.

LEGAL EXPENSES

When The Presbyterian Church Building Corporation agrees to guarantee a congregation's bank loan, it takes a mortgage of the church property as security for the giving of its guarantee. The Building Corporation is required to obtain a legal opinion, based on a lawyer's investigation of the title to the property, searches for arrears of realty, corporation and other taxes and rights and examination of a survey of the property, that the mortgage is acceptable security.

All legal expenses incurred in connection with the guaranteed loans are the responsibility of the congregation whose loan is being guaranteed, unless special written arrangements have been made with the Building Corporation at the time of the guarantee for the loan. It is at the congregation's option whether it retains the services of a local solicitor to investigate and certify the title to the property to the Building Corporation or has the Corporation's own solicitors, the law firm of Cassels, Brock & Blackwell in Toronto prepare the opinion. If the Corporation's solicitors are asked to investigate the title and the property is located outside Toronto, they will often retain a local solicitor to conduct certain of the searches on its behalf.

When the Building Corporation is satisfied that the title to the church property is clear, its solicitors will prepare the necessary documents, including the mortgage made by the trustees of the congregation in favour of the Building Corporation, the Promissory Note made by the trustees to the bank and the Building Corporation Guarantee. The legal expenses incurred in preparing these documents are also the responsibility of the congregation. The amount of a lawyer's professional fee is based on the actual time spent on the matter, its value and complexity.

WE, THE TRUSTEES OF _____
(Name of Congregation)

having been duly authorized at a regularly called and constituted meeting of the above named congregation do hereby make application to borrow from or through The Presbyterian Church Building Corporation of The Presbyterian Church in Canada, on such terms as may be arranged, the sum of

_____00/100 Dollars

(\$ _____) and declare that we will sign, on behalf of the said congregation, the necessary documents required including a Mortgage on the congregation's real property, a Promissory Note and any further assurance required.

We further agree to direct the congregation to pay all legal expenses incurred in connection with loans or guaranteed loans made by the Corporation. These include those legal costs incurred by the Corporation's own solicitors, the law firm of Cassels, Brock & Blackwell in Toronto for the preparation of the Guarantee for the bank, the Promissory Note, the Mortgage and any other procedures necessary and any legal costs incurred by the congregation through its own lawyer.

The Congregation of _____

hereby covenants that if a loan is made or guaranteed on the basis of this application, that it will not, prior to the payment of this mortgage in full, borrow any funds for capital purposes other than the amount secured by these presents, unless and until written permission is given by The Presbyterian Church Building Corporation of The Presbyterian Church in Canada, and in the event of any default in this covenant the unpaid balance of this mortgage together with all interest accrued and unpaid shall, at the option of the said Corporation, forthwith become due and payable.

Further, that until this loan is fully discharged, a copy of the Congregation's Annual Report and other information requested will be forwarded to the General Manager not later than the 28th day of February each year.

We include as part of this application the attached pages 3 to 12 containing pertinent information about our congregation and the resolutions and affidavits duly completed by the congregation and the Presbytery, which to the best of our knowledge are complete and correct.

THE TRUSTEES OF _____
(Name of Congregation)

Name (Please print)

Signatures

**INFORMATION REQUIRED BY THE BANKS AND THE CORPORATION
FOR THE YEAR _____**

Name of Congregation: _____

Mailing Address: _____

_____ postal code _____

Church Telephone: (____) _____

Church Fax: (____) _____

Church e-mail: (____) _____

Minister's Name: _____

Mailing Address: _____

_____ postal code _____

Home Telephone: (____) _____

Home Fax: (____) _____

Home e-mail: (____) _____

***Board Chairperson:** _____

Mailing Address: _____

_____ postal code _____

Telephone: (____) _____

Fax: (____) _____

e-mail: (____) _____

***Treasurer:** _____

Mailing Address: _____

_____ postal code _____

Telephone: (____) _____

Fax: (____) _____

e-mail: (____) _____

* Please give the names of the two officers most directly involved with the Building/Finance programme.

Describe briefly the community your congregation serves:

Give a brief history of your congregation:

State your congregation's plans for the future:

Communicant membership of the congregation at present is: _____

Communicant membership of congregation in each of the last five years was:

December 31, _____
December 31, _____
December 31, _____
December 31, _____
December 31, _____

Number of adherents in connection with the congregation is: _____

Enrollment of Church School at present is: _____

Enrollment of Church School in each of the last five years was:

December 31, _____
December 31, _____
December 31, _____
December 31, _____
December 31, _____

The estimated membership of congregation one year after completion of the building will be _____

The estimated membership of congregation five years after completion of the building will be _____

The population of area served by the congregation is: _____

There are _____ homes in the area.

The number of new homes to be built within the next year is: _____

- within the next five years: _____

Number of Offering Envelopes in use at present is: _____

Number of Offering Envelopes in use in each of the last five years was:

December 31, _____
December 31, _____
December 31, _____
December 31, _____
December 31, _____

Congregational Budget for present year: _____

Total raised for congregational purposes in each of the last five years was:

December 31, _____
December 31, _____
December 31, _____
December 31, _____
December 31, _____

Is the new building to be a Church Sanctuary? _____

Christian Education Hall? _____ Renovation? _____

Architect's estimated cost of building \$ _____

Do you intend to call tenders for the contract? _____

Congregation's Budget for the total project, including construction costs, all fees, services, furnishings and landscaping. \$ _____

When do you plan to start building? _____

What indebtedness, if any, is against congregation's property?

Church Site	\$ _____
Church Building(s)	\$ _____
Manse	\$ _____
Other	\$ _____

List mortgages or loans, if any, in order of priority against the congregation's property.

Names and Addresses of Lenders	Amount
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Is congregation self-supporting? _____ If not, total amount of Mission Board grants \$ _____

Is any congregation willing to support your congregation? _____

- a - By making a contribution to your congregation
- b - By using part of all of its assets as security for your loan
- c - By guaranteeing or assuming the repayments of principal and interest

Please list below the names of the Funds from which you intend to raise the total amount required to pay for the project described in this application.

(Grant or Loan)

Congregation's Building Fund (Cash on hand to date).....		\$ _____
Additional funds projected before construction.....		\$ _____
Lending Fund Loan		\$ _____
Other Funds (Specify if Grant or Loan).....		\$ _____
.....	(_____)*	\$ _____
.....	(_____)*	\$ _____
.....	(_____)*	\$ _____
.....	(_____)*	\$ _____

* If Loan, please indicate separately interest rate and repayment terms)

Bank Loan guaranteed by The Building Corporation		\$ _____
TOTAL		\$ _____

(If the Loan is approved by The Building Corporation it will be made by The Royal Bank of Canada, 2 Bloor Street East, Toronto, Ontario and serviced through a Royal Bank Branch located near the borrowing congregation).

Please state the Branch name of The Royal Bank of Canada most convenient to you:

Address of The Royal Bank _____

Telephone No. (_____) _____

Postal Code

Name of Bank Manager _____

If the Congregation wishes a local lawyer to act for them in co-operation with the Corporation's lawyer (see "LEGAL EXPENSES") please fill in:

Lawyer's Name _____

Address _____

Telephone No. (_____) _____

Postal Code

**RESOLUTIONS REQUIRED FROM THE CONGREGATION
BY THE CORPORATION AND THE LENDING INSTITUTIONS**

1 - RESOLUTION OF THE CONGREGATION TO BORROW:

At a regularly called and constituted meeting of the congregation of _____
Presbyterian Church of _____ held on _____,
of which due notice was given it was:

RESOLVED that the congregation of _____
Presbyterian Church request the Presbytery of _____
for its permission to make application to The Presbyterian Church Building Corporation of
The Presbyterian Church in Canada to borrow up to sixty per centum (60%) of the total
completed value of the congregation's real property (including land and buildings) for the
construction of a _____, which it is estimated will cost
\$_____, and sanction the mortgaging of its real property as security
therefor.

_____ CHAIRPERSON _____ SECRETARY

2 - RESOLUTION OF THE CONGREGATION APPROVING THE BUILDING PLANS

At a regularly called and constituted meeting of the congregation of _____
Presbyterian Church of _____ held on _____,
of which due notice was given it was:

RESOLVED that the building plans as submitted by _____,
Architect and the congregation's Planning and Building Committee be approved and
ordered transmitted to the Presbytery of _____
for their examination and approval.

_____ CHAIRPERSON _____ SECRETARY

1 - RESOLUTION OF THE CONGREGATION EMPOWERING ITS TRUSTEES (EXHIBIT "A")

At a regularly called and constituted meeting of the congregation of _____
Presbyterian Church _____ held on _____, _____ of
which due notice was given, It was:

RESOLVED that the congregation of _____
Presbyterian Church hereby authorizes its trustees to borrow from or through The Presbyterian Church
Building Corporation of The Presbyterian Church in Canada, on such terms as may be arranged, the sum of
_____ Dollars (\$) and to execute a
grant or mortgage of the congregation's real property securing repayment of the loans and any further
assurance required.

_____ CHAIRPERSON _____ SECRETARY

2 - RESOLUTION OF THE CONGREGATION ELECTING TRUSTEES (EXHIBIT "B")

At a regularly called and constituted meeting of the congregation of _____
Presbyterian Church _____ held on _____, _____ of
which due notice was given, It was:

RESOLVED that:

Full Christian Names

Address

<u>Full Christian Names</u>	<u>Address</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

being members in full communion of the Congregation, elected the Trustees of _____
congregation to hold office until successors have been elected to replace them to hold the property of the
congregation and to borrow money upon the instruction of the congregation.

_____ CHAIRPERSON _____ SECRETARY

AFFIDAVIT FOR CHAIRPERSON OF CONGREGATIONAL MEETING

PROVINCE OF _____ }
} }
MUNICIPALITY OF _____ }

TO WIT:

I, _____, of the Province of _____

in the Municipality of _____
(city, town or village)

MAKE OATH AND SAY:

- 1 - That I am the _____ of _____ Presbyterian Church.
- 2 - That I chaired a meeting of the congregation held on _____ at _____ Presbyterian Church in the Municipality of _____, Province of _____.
- 3 - That _____ Presbyterian Church is a congregation of the religious body known as The Presbyterian Church in Canada.
- 4 - That the resolutions contained in Exhibits "A" and "B" hereto which resolutions bear my signature as Chairperson were duly passed by a majority of the members present at the same meeting.
- 5 - That the said meeting was duly called in accordance with the procedure laid down in the Book of Forms of The Presbyterian Church in Canada, which book contains the only rules and regulations pertaining to such matters; and in accordance with the trust clauses set out in the deed of the lands to the congregation.

Sworn before me at the Municipality _____ }
} }
of _____, in the Province of _____ }
} }
_____ this _____ day _____ }
} }
of _____ A.D. _____ }
} }
_____ }

A Commissioner, etc.

RESOLUTIONS REQUIRED FROM THE PRESBYTERY BY THE CORPORATION

AND THE LENDING INSTITUTIONS

1 - RESOLUTION OF PRESBYTERY GRANTING PERMISSION TO BORROW: (EXHIBIT "A")

At _____ and within _____ Church there, the
Presbytery of _____ met in ordinary session on the _____
in the year of our Lord _____, and was constituted with prayer
by the Moderator, the Reverend _____.

SEDERUNT: _____

_____ et al.
Inter Alia: It was agreed that the Presbytery of _____
grant permission to the congregation of _____
to make application to The Presbyterian Church Building Corporation of The Presbyterian Church in
Canada for a loan, on terms as arranged with the said Corporation, in an amount which is not more than
sixty per centum (60%) of the total completed value of the congregation's real property (including land and
buildings) for the construction of a _____, which it is estimated will cost
\$ _____ and sanction the mortgaging of its real property as security therefor.

_____ MODERATOR _____ CLERK

2 - RESOLUTION OF PRESBYTERY APPROVING THE BUILDING PLANS: (EXHIBIT "B")

At _____ and within _____ Church there, the
Presbytery of _____ met in ordinary session on the _____
in the year of our Lord _____, and was constituted with prayer
by the Moderator, the Reverend _____.

SEDERUNT: _____

_____ et al.
Inter Alia: The Presbytery examined the plans of the proposed building to be constructed by the
congregation of _____ Presbyterian Church and found
them to be adequate and proper and it is hereby certified that the Presbytery approved them.

_____ MODERATOR _____ CLERK

AFFIDAVIT FOR CLERK OF PRESBYTERY

PROVINCE OF _____ }
_____ }
MUNICIPALITY OF _____ }

TO WIT:

I, _____, of the Municipality of _____ in
the Province of _____, **MAKE OATH AND SAY:**

1 - I am the Clerk of the Presbytery of _____ which is a
Presbytery of The Presbyterian Church in Canada within whose bounds the congregation of
_____ Presbyterian Church lies.

2 - That the resolutions contained in **EXHIBITS "A" and "B"** to this my affidavit which resolutions bear my
signature as Clerk, were passed by a majority of the Presbyters present at an ordinary session of the said
Presbytery held on the _____ day of _____, A.D. _____.

SWORN before me at the Municipality of _____ }
_____ }
_____, in the Province of _____ }
_____, this _____ }
day of _____, A.D. _____ }
_____ }

A Commissioner, Etc.