

Church Improvement Loan Fund Guidelines

Church of the Brethren Northern Ohio District

The Northern Ohio District exists to support our congregations in all aspects of ministry and church growth. Sometimes congregations are held back by building limitations or are overwhelmed by the cost of maintaining aging structures. Most congregations have no choice but to borrow money from financial institutions that charge interest or to postpone building projects until the funds have been raised. In an attempt to be faithful stewards of District resources, the Northern Ohio District has established the Church Improvement Loan Fund to be a resource for local congregations to improve or repair Church of the Brethren facilities within the Northern Ohio District. The Stewardship and Finance Commission of the District Board will administer this program.

What the loans are for: Funds may be used for building improvements and repairs to the main ministry property. Examples of projects would include building additions, structural repairs, adding handicap accessibility, parking lot improvements, new restroom facilities, replacing an old furnace, adding air conditioning, new lighting, roof replacement, window replacement, painting, signage, etc.

How the fund works: The Church Improvement Loan Fund is a loan given to congregations at 0% interest. As loans are repaid into the fund, the money will in turn be loaned out to other congregations.

What the loans are not for: It is not intended to be used to pay salaries or other operating expenses such as utilities, custodial services, church supplies, taxes, outreach programs or disaster work programs.

Who can apply: Congregations or recognized fellowships of the Church of the Brethren in the Northern Ohio District.

Amount of the loan: Loans can be any amount up to \$20,000 with higher amounts taken into consideration on an individual basis. This loan can be used to pay the entire cost of a project or may be supplemented by the church's finances and/or borrowed money for projects costing more than the maximum loan amount. Grants from the Hottle Fund (for eligible projects) may be used in combination with loans from the Church Improvement Loan Fund.

Availability: Applications for the Church Improvement Loan Fund will be accepted beginning in April 2019.

Restrictions: A congregation may apply once a year if their previous loan(s) have been paid in full. Loans are dependent upon available funds and will be granted on a first come / greater need basis.

Review Process: Through prayer and discernment, the Stewardship and Finance Commission of the District Board will evaluate each loan application and, depending on available funds, determine how much of a loan to recommend. The Stewardship and Finance Commission may

approve loans for up to \$5,000. For loans over \$5,000, the Discipleship Commission will evaluate the applications and submit recommendations to the District Board for approval. When available funds do not allow all loan applications to be granted, the Stewardship and Finance Commission will recommend loans on a first come / greater need basis. All loan applications will be considered during regularly scheduled District Board meetings. For consideration, applications should be submitted to the District Office four weeks prior to those meetings. See the Northern Ohio District web site (www.nohcob.org) for meeting dates. A representative from requesting congregations must attend the District Board meeting to present their proposal and clarify any questions that may exist with any of the Stewardship and Finance Commission members.

Disbursement of Funds: Loan funds will be sent to the congregation approximately two weeks after loan approval.

Repayment: The Stewardship and Finance Commission will review and approve the repayment plan and schedule. Repayment guidelines and balances will be reported to the District Financial Secretary, the District Treasurer, the District Executive and the District Board Chair. Payments should be made quarterly and are to be mailed to the District Office with the loan number listed on the check memo section. If a project does not proceed within six months following issuance of a loan, the money shall be returned to the District Office.

Follow-up report: Upon completion of the project, the congregation shall submit a brief report to share the results of the work with the rest of the Northern Ohio District. The report shall contain a summary of the project's final costs and a brief description of how the project has benefited the congregation and any insights gained that would benefit other congregations.

The Northern Ohio District Board prays that this program will bless many congregations as we work together in ministry as brothers and sisters in Christ. For further information or to request a loan application, please contact the Northern Ohio District Office, 1107 East Main Street, Ashland, OH 44805, phone 419-281-3058 or e-mail at nohcob.org.

Church Improvement Loan Fund Application

Church of the Brethren Northern Ohio District

Date of Application _____ (NOHCOB use) Loan Number _____

Name of Congregation _____

Address _____ E-mail _____

City _____ State _____ Zip _____ Phone _____

Name of Person filling out this application _____

Address _____ E-mail _____

City _____ State _____ Zip _____ Phone _____

Leadership Role or Title _____

Availability of Funds

Loans are dependent upon available funds and will be granted on a first come / greater need basis.

Loan Application

This application for a Church Improvement Loan needs to include details of the proposed improvements to your church structure(s). Please attach to this form the information requested below.

- 1. Describe the project in detail.**
- 2. Estimated project cost and its financial burden on your church.**
- 3. Amount of loan requested.**
- 4. Describe the necessity of the project.**
- 5. Provide a proposed quarterly repayment schedule. Describe the measures your church will implement to ensure the loan is repaid according to this schedule.**

Pastor's Signature _____

Chairperson or Leadership Team (Contact Person) Signature _____

Church Treasurer Signature _____

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Send completed form and attachments to:

Northern Ohio District Office
1107 East Main Street
Ashland, OH 44805

or e-mail to julie@nohcob.org.

OFFICE USE ONLY

Upon careful and prayerful review, the above individual church request for a loan through the Church Improvement Loan Fund was:

Approved in the amount of _____

Denied

Returned for Resubmittal

Stewardship & Finance Commission Chairperson (or Designee) Signature:

Date of Action _____

District Board Chair Signature (required for amounts above \$5,000):

Date of Action _____