

**Baltimore Washington Conference
Washington Region
Regional Board of Church Locations and Buildings**

**Proposal Requirements for Construction, Site Purchase, or Remodeling:
*New Church, Education Building, or Parsonage.***

Each church to review the related articles in *Discipline* before submitting proposal:

Review 2012 UMC Book of Discipline, Chapter Six. Section VI. Local Church Property;
Paragraph **2520** - *Local Church Building Sites and Plans*;
Paragraph **2521**- *Standards for the Approval of Building Proposals*;
Paragraph **2540**- *Unincorporated Local Church Property*; or
Paragraph **2541**- *Incorporated Local Church Property* (whichever is applicable); and
Paragraph **2544**- *Planning and Financing Requirements for Local Church Buildings as it relates to a purchase*. If you have any questions, please email Board Chairperson, or your District Superintendent.

Each church shall provide the following proposal requirements to the Board:

A. Study Committee to submit the following initial report to the Board:

1. A summary statement on the proposed project and the need for the proposed action.
2. A written statement on the church's current program of ministry; the future missional needs of the church and community; and a projection for potential membership with average attendance.
3. A written indication that the information and findings obtained by the Study Committee was used to form the basis of a report to be presented to the charge conference, be used by the building committee, and become a part of the report to the Board.
4. Written consideration that the renovation plans provide for equal access to persons with disabilities.
5. Proposed projects to include best methods to make the structures energy-efficient.
6. Secure written preliminary approval from the Pastor.
7. Obtain a written consent of the District Superintendent on approval of the building project, purchase proposal, or remodeling project.

B. Building Committee shall submit the following information for preliminary consideration and approval by the Board:

1. A statement from the Building Committee that includes the information and findings from the Study Committee as outlined in the Discipline, Paragraph 2544.
2. A statement of the need for the proposed facility or remodeling project.
3. Written consideration that the proposed facility and renovation plans provide for equal access to persons with disabilities.
4. Written consideration that proposed projects included best methods to make the structures energy-efficient.
5. Preliminary architectural or site development plans that comply with local building, fire, and accessibility codes; clearly outline the location on the

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- site of all proposed present and future construction; and provide adequate facilities for parking, entrance, seating, restroom, and accessibility for persons with disabilities.
6. The preliminary cost estimate of any property to be purchased; and the preliminary estimate of the cost of the proposed construction.
 7. The preliminary financial plan for defraying the total costs, with a preliminary five year cash flow projection, including an estimate of the amount the membership can contribute in cash and pledges and the amount the local church can borrow, if necessary.
 8. Provide a written approval from the Pastor.
 9. Provide written consent from the District Superintendent on approval of the building project, purchase proposal, and/or remodeling project.
 10. Provide the proposed target start and estimated completion date for project.

C. After preliminary approval by the District Board of Church Location and Building:

11. The church and pastor are to schedule a Charge Conference with appropriate notice to members as outlined in Discipline, for approval of preliminary architectural plans; preliminary cost estimates; the building committee's recommendations.

D. After approval by the Church Conference, the Building Committee shall submit the following for consideration and approval of the Board: (Chairperson will accept some electronic transmissions that are scanned, dated, signed, and from a verifiable source.)

1. Detailed Plans and Specifications on the proposed action.
2. A detailed and reliable cost estimate of the project.
3. Detailed construction and/or real estate purchase contract.
4. Evidence that the preliminary architectural design and building plans, and financial plans have been evaluated and issued preliminary approval by proper authorities, including local jurisdiction and/or county, and state (district) government authorities including planning and zoning indicating compliance.
5. Evidence that Loan documents have been submitted for approvals – if required.
6. A copy of the final architectural design and building plans, and financial plans that have been evaluated and approved by proper authorities, including local jurisdiction and/or county, and state (district) government authorities including planning and zoning indicating compliance.
7. Final adjusted cost estimate of the project.
8. A copy of the final Loan agreement – if required.
9. A copy of the final five year Cash flow projection.
10. Date to begin project and estimated completion date of project.

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