

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

**Proposal Requirements for Sale, Transfer, or Purchase: New Church, Education Building, Parsonage, or Church Property.**

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

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*. Note: Whenever possible, and when a proposal is complete, a request may be submitted to the Board for consideration and approval via email. If you have any questions, please email Board Chairperson, or your District Superintendent.

**Each church shall provide the following information to the Board:**

**A. Church 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; and the future missional needs of the church and community.
3. A written indication of the process used to determine the sales price for property, property transfer, or proposed acceptance of purchase (whichever is applicable) and how it compares to market value for your area.
4. A written indication on how the proceeds from sale of the property will be used.
5. An indication on whether your church is unincorporated or incorporated as referenced above in the UMC Book of Discipline.
6. If site purchase for new construction, please refer to: *Proposal Requirements for Construction, Site Purchase, or Remodeling: New Church, Education Building or Parsonage*.

**B. Enclosures with the Report:**

1. Minutes from the Charge Conference indicating that the proposed action has been authorized.
  2. A written indication that the proposed action has been approved by the church's Trustee Board.
  3. Written consent of the Pastor that the proposed action is necessary.
  4. Written consent from the District Superintendent on the necessity of the proposed action.
  5. A copy of the church's financial plan for defraying the cost of the proposed action, to include an estimate of the amount the membership can contribute in cash and pledges and the amount you will borrow, if necessary.
  6. A copy of the proposed contract or agreement, stating purchase or sale price, terms and conditions, financing, proposed settlement cost and date, etc.
  7. A copy of the seller's estimated cost worksheet or buyer's estimated settlement cost.
  8. A copy of any property related documents (appraisals, home inspection)
- Note: It is recommended that the church seek the advice of an attorney or real estate professional and consult with church's insurance agent (if necessary) to assist in this process; Make sure property meets local and jurisdictional housing codes; and the sales contract and disclosures are reviewed by appropriate boards and/or committees.

Questions: Email Chairperson, Dayle Walden Hall at [daylehall@aol.com](mailto:daylehall@aol.com)