

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

Proposal Requirements to Lease: *Church Sanctuary, Education Building, Parsonage, or Church Property.*

Review 2012 UMC Book of Discipline, Chapter Six. Section VI. Local Church Property; Paragraph **2540**- *Unincorporated Local Church Property*; or Paragraph **2541**- *Incorporated Local Church Property* (whichever is applicable). When a proposal is complete, a request may be processed for consideration by the Board 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. Cover Letter:

1. A summary statement on the need for the proposed lease.
2. Provide an appropriate plan of action developed for the future missional needs of the church and community.
3. A written indication of the process used to determine rental amount and how it compares to market rate for your area.
4. A written indication that the rental amount covers the expenses on the property, such as a mortgage (if applicable), insurance, taxes, utilities (if paid by church), property maintenance and reserves for replacement of equipment or systems.
5. An indication on whether your church is unincorporated or incorporated as referenced above in the UMC Book of Discipline.

B. Lease Guidelines: (refer to Lease Template)

1. Safe Sanctuaries Language- contact your SPRC representative or refer to conference materials for specifics.
2. Appropriate "Indemnity" clauses.
3. Appropriate Insurance Policy clauses, to include by not limited to insurance covered by Tenant during term of lease agreement.
4. Consider and include obligations for Repairs, Alterations, and Restoration of church property.

Note: It is recommended that you seek the advice of an attorney or real estate professional and consult with church's insurance agent to assist in this process; Make sure property meets local codes; determine market rental rates; Lease must comply with local laws of the jurisdiction; Provide appropriate disclosures to tenant. It is further recommended that you use a professional service or real estate professional to verify tenant's employment, income, credit, and criminal records.

C. Required Enclosures:

1. Minutes from the Charge Conference indicating proposed action has been authorized.
2. 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 proposed lease agreement, disclosures, etc.
6. A copy of the real estate professional's agreement or attorney's contract (whichever is applicable).

Questions, please email Chairperson: Dayle Walden Hall at daylehall@aol.com