

# ORTHODOX PRESBYTERIAN CHURCH LOAN FUND, INC.

A Delaware Nonprofit Corporation  
607 Easton Road, Bldg. E  
Willow Grove, Pennsylvania 19090-2539  
(215) 830-0900

## CHURCH LOAN APPLICATION [03/18/2022]

Name of Church

Current Mailing Address

Address Line 1

Address Line 2

City, State ZIP

 ,  

hereby applies for a capital loan from the Orthodox Presbyterian Church Loan Fund, Inc.  
in the amount of: \$ \_\_\_\_\_

for the purpose of:

*\*\*if purchase of worship facilities, provide that property's address including ZIP; this will probably be the loan number assigned*



Address Line 1

Address Line 2

City, State ZIP

 ,  

REQUESTED interest rate & maturity date: \_\_\_\_\_

AMORTIZATION timeframe you would prefer: \_\_\_\_\_

**NOTE:** loan terms will include a specific adjustment date, maximum 5 or 10-years;  
see Manual for details

In support of this application, we hereby supply the following information & attachments:

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<b>I. The Congregation</b>	<b>...2</b>
<b>II. The Community</b>	<b>...3</b>
<b>III. The Church Project</b>	<b>...3-6</b>
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**I. The Congregation**

1. The Church was organized \_\_\_\_\_, \_\_\_\_\_ and has the following membership:

	# Communicant Members	Average A.M. Attendance
At Present		
1 year ago		
2 years ago		
3 years ago		
4 years ago		
5 years ago		
Project 3 years from now		

2. If you project an *increase in membership* over the next three- to five-year period, please provide rationale and assumptions. (Where will growth come from?)

3. If you have a Sunday school, average attendance: Adults \_\_\_\_\_ Children \_\_\_\_\_

4. Present pastor \_\_\_\_\_ Pastorate began \_\_\_\_\_, \_\_\_\_\_

5. Are you **incorporated?** \_\_\_\_\_ [This is a loan requirement.]

6. Is there a Building Committee? \_\_\_\_\_

Describe the congregation's steps so far in this process:

## II. The Community

1. Population of towns or suburbs served by your congregation: \_\_\_\_\_

The community is: \_\_\_\_\_

2. Present economic conditions:

3. What churches are within one mile?

(a) Are any "evangelical"?

(b) Name and distance of the nearest OPC or NAPARC member churches:

4. Is the requested loan for a ***new location***? \_\_\_\_\_ (If NO, skip to section III.)

Please describe your assessment of the suitability of the site and the likely responsiveness of the people in the community to your church?

5. What is the *distance* between your current worship site and the proposed one, if there is a change involved (generally, in miles/direction)?

## III. The Church Project (Building, Site, Other)

1. Existing Facilities - ***describe what you currently use for worship facility***

Do you currently own or rent? \_\_\_\_\_

Current building's square footage: \_\_\_\_\_

If renting, which of the following are rented (check all items that apply)?

Auditorium

Church building owned by others

Other building owned by \_\_\_\_\_

Separate location: pastor's study

Parking Lot

Other: \_\_\_\_\_

2. Proposed Project: - ***what do you plan to PURCHASE?***

Project's square footage: \_\_\_\_\_

Which best describes the project (check all that apply)?

Property purchase

Site purchase (land only)

Improved property - CURRENTLY a church

Improved property - CURRENTLY NOT a church but used as  
\_\_\_\_\_

Property improvements

We plan to CONSTRUCT worship facilities on land we already own

We plan to CONSTRUCT worship facilities on vacant land being purchased at same time

\*\*land formerly used as \_\_\_\_\_

We plan to CONSTRUCT another type of building (fellowship hall, classrooms, etc.)

\*\*type of building: \_\_\_\_\_

Other

\*\*if "Other," please describe:

**IF PURCHASE:** submit copy of offer or contract to purchase, acceptance, all addendums

- Is purchase contingent upon receiving financing? \_\_\_\_\_
- By what date? \_\_\_\_\_

3. **IF BUILDING OR REMODELING:** submit plans, blue prints, estimates, bids

<b><i>This is your Estimated Cost of the Project:</i></b>	
Estimated builder's contract	\$ _____
Architect's and engineering fees	\$ _____
Parking lot, landscaping, signs, etc.	\$ _____
Subtotal	\$ _____
Contingency (10% for new construction and 20% for remodeling to allow for unforeseen expenses and change orders)	\$ _____
Other anticipated expenses (please describe)	
<div style="border: 1px solid black; height: 30px; width: 350px;"></div>	\$ _____
Subtotal	\$ _____
Furnishings and equipment: Pews, pulpit, office furniture, etc.	\$ _____
Organ, piano, sound system	\$ _____
Floor covering, interior finishing (if not included in contract)	\$ _____
<b>Estimated Total Cost of Project</b>	<b>\$ _____</b>

4. Is the currently owned/new purchase facility currently barrier-free (Handicap-access requirements)? \_\_\_\_\_

If no, explain:

Will the remodeled/new facilities be barrier-free after project? \_\_\_\_\_

If no, explain:

5. Has the property been subject to any hazardous waste material (whether by prior owner or prior usage, such as buried oil tanks, gas station, dry cleaners, or near a potential source)? \_\_\_\_\_

If YES or UNSURE, please explain below:

#### IV. The Congregation's Finances

1. Please attach complete **financial statements** (including Revenue & Expense, this year's Budget vs YTD Actual, and Balance Sheets) for the current year and past 3 years for the congregation (*Send by email attachment, if at all possible*).

***It will be very helpful for you to explain how funds are categorized, such as:***

- Is there separation of General Fund and any other receipts?
- Is there a separate Building Fund, or assets set-aside?
- How does the church determine Worldwide Outreach, GA-requested/designated funds, Presbytery givings, etc?
- Are there other benevolence givings? Which are OPC and other groups?

**Receipts (non-designated) Total last year =** \$ \_\_\_\_\_

2. How much monthly support comes from sources other than your congregation?

Presbytery \$ \_\_\_\_\_

CHMCE \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

**Total** \$ \_\_\_\_\_

3. What is the current balance of your **Building Fund**, if any? \$ \_\_\_\_\_

*\*\*Please identify these funds within Balance sheet*

What is the projected *total balance* of the Building Fund by the time of construction or purchase? \$ \_\_\_\_\_

Please explain projection:

**V. The Congregation's Indebtedness, if any**

Name of lender/creditor	Balance	Interest Rate	Annual Payment of interest & principal	Kind of Security given
_____	\$ _____	_____	_____	_____
_____	\$ _____	_____	_____	_____
_____	\$ _____	_____	_____	_____

1. Original amount of debt and date incurred? \$ \_\_\_\_\_ on \_\_\_\_\_
2. On which property was the debt incurred? \_\_\_\_\_
3. Are all obligations met as due? \_\_\_\_\_

**VI. Planned Repayment of this Loan**

1. Estimated Total Cost of Project (from page 5)	\$ _____
2. LESS: Building Funds on hand (from page 6)	( _____ )
3. Difference =	\$ _____
4. Loan Request Amount (from page 1); please explain any difference between this amount and line 3., above	\$ _____

5. How do you plan to repay this loan? Anticipated sources for repayment of loan:	
Receipts to Building Fund (after LoanAP)	\$ _____
Pledges due by ___ / ___	_____
Ongoing pledge amounts (\$ _____ / mo.)	_____
One-time gifts anticipated	_____
Budgeted item: part of General Fund	_____
or: separate regular offerings	_____
Other source(s)	_____
Total =	\$ _____

6. Additional comments?

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**VII. Other Questions**

- 1. Is your property presently zoned for the intended use? \_\_\_\_\_  
Are municipal improvements (utilities, etc.) installed and paid for? \_\_\_\_\_
- 2. Have your building plans been approved by local authorities? \_\_\_\_\_  
If no, will this be necessary? \_\_\_\_\_
- 3. Do your plans comply with all applicable codes? \_\_\_\_\_

If “No” to items 1, 2 or 3, please provide further detail below, as regards timing.

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4. Provide names, addresses and qualifications of your consultants:

<b>Architect</b>							
Name:	<table border="1"><tr><td colspan="3"></td></tr><tr><td colspan="3"></td></tr></table>						
State of Registration:	<table border="1"><tr><td colspan="3"></td></tr></table>						
Registration #	<table border="1"><tr><td colspan="3"></td></tr></table>						
Address Line 1	<table border="1"><tr><td colspan="3"></td></tr></table>						
Address Line 2	<table border="1"><tr><td colspan="3"></td></tr></table>						
City, State Zip	<table border="1"><tr><td></td><td></td><td></td></tr></table>						

<b>Engineer</b>							
Name	<table border="1"><tr><td colspan="3"></td></tr><tr><td colspan="3"></td></tr></table>						
State of Registration	<table border="1"><tr><td colspan="3"></td></tr></table>						
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**Church Attorney**

Name			
State of Registration			
Registration #			
Address Line 1			
Address Line 2			
City, State Zip			
Phone Number			
Email			

5. Will you use a contractor? \_\_\_\_\_

**\*\*SUBMIT COPY OF CONTRACT (Before execution, if possible)**

If yes, provide name of contractor and details of Performance Bond and construction insurance.

6. **Project Purchase/Construction Schedules:**

If you plan to request several loan disbursement draws instead of one, please provide detailed list with dates and amounts needed from this loan → a tentative draw schedule. If not yet available, this will be required when loan terms are being drafted.

Anticipated purchase date \_\_\_\_\_

Anticipated start of construction \_\_\_\_\_

Anticipated completion date \_\_\_\_\_

7. Date on which funds are **anticipated to be needed:** \_\_\_\_\_

\*\*\* NOTE: this date may be the effective date, plus one month, for the charge of a monthly commitment fee on the outstanding balance of committed, but undisbursed, funds, if draw dates are not met. \*\*\*

8. If the requested amount cannot be funded in full, would a lesser amount be of help?

\_\_\_\_\_

If yes, what amount? \$ \_\_\_\_\_

9. Have all questions above been answered? \_\_\_\_\_

If no, explain:

**Have you enclosed with the application form the following required information?**

A brief historical sketch of the congregation?

Annual congregational financial reports (Revenue, Expenses, Balance Sheets) for past three years?

Monthly (or YTD) financial statements for the current year, plus annual budget?

A *three-year projection* of additional costs anticipated to be incurred as a result of the proposed project? (i.e., utilities, insurance, upkeep)

A copy of the purchase agreement? Or: copy of blue prints, plans, bids, proposed contract?

A copy of an independent professional appraisal of the property for which the loan is to be approved? (Contact us to determine when this may be necessary, as it is NOT always needed)

**Name and Address of church Treasurer:**

Name \_\_\_\_\_ Daytime Phone # \_\_\_\_\_

Address \_\_\_\_\_

E-Mail Addresses (please include both, if possible)

Work: \_\_\_\_\_ Home: \_\_\_\_\_

**This application is signed on behalf of:**

Session of \_\_\_\_\_ Orthodox Presbyterian Church  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

Moderator \_\_\_\_\_

Clerk \_\_\_\_\_

**Please tell us who your MAIN CONTACT will be during this loan process:**

Name: \_\_\_\_\_ Title/Position: \_\_\_\_\_

Address Line 1: \_\_\_\_\_

Address Line 2: \_\_\_\_\_

City, State Zip: \_\_\_\_\_, \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

This completed application should be sent with all enclosures to:

Loan Fund Manager  
Orthodox Presbyterian Church Loan Fund, Inc.  
607 Easton Road, Bldg. E  
Willow Grove, PA 19090-2539

Email: mark.stumpff@opc.org

**PLEASE NOTE: a loan application fee of \$250.00 is due upon submission of a loan application. Please mail it to us (above) if all loan request materials are sent by email. Upon approval of a loan application, a one-time, required, legal fee, in an amount determined by the Loan Fund, and normally being \$1,250.00, shall be sent to the Loan Fund for the completion of the loan's legal documents.**