

## Worksheet for Request to Incur Indebtedness

Please include a copy of, or provide confirmation of the following information, in this order as best possible:

- Mission Statement
- Description of the project and how it meets the mission statement core values
- Description of approval process in parish, including dates of congregational and vestry meetings
- Names and dated signatures of those persons with trusteeship of the property to be encumbered showing their consent to this indebtedness (these persons may be parish Trustees, diocesan Trustees, or the Bishop).
- Architectural plans, including scale drawings if available
- Governmental approvals of debt (if required)
- If the structure is an historic building, or in such an area, confirm that any/all requirements for this project have been met.

### Membership

- Membership for the prior two years and for the current year.
- Membership growth projections for next three full years and explain basis for growth. Describe your adjustment to the project design/cost if projections are +/- 10%.
- Average Sunday attendance (ASA is reported on Parochial Report) for the last three years
- What does +/- range in membership mean to parish ability to bear debt load?
- Area population – census data attached? Check with county/city records or seek assistance from the diocesan office for demographic data.
- What are the closest churches (including new church plants) to your church?

### Stewardship

For the prior three years:

- Number of pledges made
- Number of pledges received
- Percent of pledged income *not* received
- Average pledge

For the next three years:

- Projected number of pledges made.
- Projected average pledge made.

Please include a five-year history (current year plus four prior) of pledging to the Diocese. The Standing Committee will take into consideration whether or not a church is currently meeting the minimum suggested pledge to the diocesan budget.

## Financial Supporting Documents

You must also include:

- The currently required parish audit with all required attachments
- Operating budgets for prior three years
- Year-to-date income statement and balance sheet
- Pro forma* financial statements for next five years
- Proposed borrowing and repayment plan
- Detailed spending plan by phase of capital project. Please make sure that your estimates include an allowance for cost overruns
  
- Bank loan commitment documents or pre-qualification documents
- All Diocesan Missionary Society (DMS) correspondence included if you are seeking funding through DMS.
  
- Fund-raising report for project and timing of expected receipts
- When is the money coming in?
- Have you included reasonable discounts for assumed pledges, especially if made over multiple years?