

V • Churches & Church Property

5.01 Standards and Insurance Coverage

Each church within the bounds of the presbytery shall obtain property and liability insurance coverage to protect its facilities, program, staff, and elected and appointed officers. (Book Of Order G-3.0112)

Each church may purchase insurance from the company of its choice, provided the above coverages are included.

Annually, on the policy renewal date, each church shall send a copy of its certificate of insurance, showing the level of coverages, to the presbytery office. The trustees shall review these certificates to assure compliance.

The trustees shall work with any church unable to comply with this policy, for whatever reason, and shall have authority to grant exceptions as necessary, provided that the trustees report their action to the next stated meeting of the presbytery.

5.02 Guidelines for Property Sale, Purchase, Lease or Mortgage of Church Property

Restrictions on the sale, lease, purchase and/or mortgage of church property are outlined in the *Book of Order (G-4.0206)*. Property transactions will conform in all respects to the requirements of the *Book of Order* and to provisions contained in the most recent edition of the *Legal Resources Manual for the Presbyterian Church (U.S.A.) Middle Governing Bodies and Churches*.

Any congregation within the bounds of the Presbytery of Wyoming that plans to build or purchase buildings, make additions to existing facilities, or purchase real property shall submit the proposal to the trustees through the stated clerk prior to securing preliminary drawings, architect or contractor. The proposal shall include the legal description of the property.

The trustees may act on the proposal or submit it to the presbytery, at their discretion.

If the proposal involves a mortgage or encumbrance, the total amount of the proposed mortgage must be included either in the original proposal or in a subsequent request or permission to mortgage the property. The actual amount of the mortgage may be less than the limit approved or may exceed the approved limit up to ten percent (10%), if due to inflation or unavoidable delay. If the final amount of the mortgage exceeds the approved limit by more than ten percent (10%), a new request for a revised limit must be made.

The local church without presbytery action may handle remodeling plans, unless the cost of remodeling exceeds twenty-five percent (25%) of the appraised value of the building or the cost involves a mortgage or other encumbrances.

Request for permission to sell a manse shall include the following information:

- The reason for selling the manse, and arrangements for housing the pastor.
- The proposed minimum selling price or the words “at approximately the value set by a professional appraiser.” The selling price may be as much over the minimum as it is possible to obtain; and the selling price may be as much as ten percent (10%) under the approved minimum. If the actual selling price is more than ten percent (10%) below the minimum approved, a new approval must be obtained from the presbytery.
- The proposed use to be made of the proceeds from the sale.
- Whether there are any outstanding mortgages or encumbrances against the property and, if so, the amount of the mortgage and/or encumbrances and the holder(s) of each.

On all requests for permission to buy, sell build, or mortgage, a statement of actions taken by the session, trustees, and/or congregation is required. The statement shall include the date votes were taken, method of voting, and the number of votes cast for and against the proposed action.

Trustees may request other information deemed necessary for their decision or for their recommendation to presbytery.

After the **sale** of any real property, the church shall report to the stated clerk the sale price, the reason for the sale, name of the purchaser, and the proposed use of the proceeds.

After the **purchase** of any real property, the church shall report to the stated clerk the purchase price, the name of the seller, and the proposed use of the property.

When executing a lease the church shall report to the stated clerk the terms of the lease, the name of the lessee, the reason for leasing, and the proposed use by the lessee.