



Gulf States Conference of Seventh-day Adventists
Pre-Planning Questionnaire
Property Purchase or Building Renovation

The engagement of a capital project has a large potential to benefit the growth and future of your congregation. An investment that affects the future of your church should be undertaken with prayer and careful understanding of the potential challenges that may arrive. While many churches have been blessed, others have found pitfalls that can set the church back years in their ministry. We ask you to be prayerful and intentional as you move forward with your project. **Note: Building Renovations require that a report and receipts be submitted to the Conference for any/all purchases in the amount of \$3,000 or more. This must be tracked and turned in at the completion of the project to the Treasury Department.*

1. Does this project reflect your churches mission and vision? Give a brief description of how your project fits your mission?
2. What are the reasons/needs in driving the building project plans?
3. How much congregational support do you have for this project?
4. What steps have you taken so far in your planning?
5. Give an overall description of your project. (drawings if you have them)

Additional Comments:

Financial Considerations:

1. **What is the current balance in the Church Building Fund account?** \$ _____
Policy encourages that 35% of the cost of the project should be on hand. (Cash or assets)

2. **Will your Church need a loan? If so, remittances should be current before making a request.**

3. **Loan Estimate Amount -** \$ _____
SURF Requirement: Loan amount is limited to 65% of project with a max of 300% of Annual Tithe (the average of three previous years tithe).

4. **Insurance – Is the Church in a financial position to pay for a General Liability and Property Insurance policy?** In the quoting process, the building will be insured at Replacement Costs, which would be \$100 to \$150 per square foot, depending on the state. An official quote will be provided once the building project is approved and the closing stages begin.

You now have an idea of the resources you have available to begin a local building project or renovation. Please return this form along with any supporting documents to the Property Department – PO Box 240249, Montgomery, AL 36124 or admin@gscsda.org so that we can begin to assist you with your building project.

Date Submitted: _____

Completed by the Conference

Pastor Name: _____

Date Received: _____

- Approved – Move forward to Phase Two**
- Request More Information**
- Information Requested Received** ___/___/___
- Submit to Association Board** ___/___/___

Pastor Signature: _____