

JOHN CALVIN PRESBYTERY

UPDATED DOCUMENT

JCP Steps for the Sale of Property

- 1st. Session shall call a congregational meeting for the purpose of voting to authorize the sale of the Property.
- 2nd. Session shall inform the Administrative Ministries Committee of their desire to list the property for sale.
- 3rd. The Administrative Ministries Committee will ask the Presbytery to form an Administrative Commission to walk alongside the congregation following the steps laid out in this document.
- 4th. The Administrative Commission will meet with session and walk alongside the congregation for the remainder of the selling process.

***Note Steps 3 and 4 were added to this document after the Stated Meeting of John Calvin Presbytery on November 5th, 2022, and is concurrent with the Manual of Operations 5.40(b) and JCP Bylaws 4.51. The adopted policy can be found as an addendum at the end of this document.**

- 5th. Once a buyer has made a reasonable offer, and the trustees of the congregation want to accept the offer, session shall call a second congregational meeting to share the details of the sale and have it approved by a vote of the congregation.
- 6th. If the congregation votes to accept the offer, the following information should be provided by email to the Executive Presbyter, Stated Clerk, and Administrative Ministries Committee Moderator.

Church name and city

Phone and email address of contact person for more information

Details of the Sales Agreement:

Street address of the property

Legal description of the property

Buyer's name(s)

Price

Terms of the sale

Date of congregational meeting

Proposed date of closing

Name of Title Company

Steps taken to assure a fair price (appraisal, realtor interview, etc.)

Buyer's relationship to the church

Reason for selling the property

Plans for the funds received

Are there any outstanding loans or grants to be paid on the property?

Copy of minutes of session meeting where session approved the sales contract.

Copy of minutes of congregational meeting where congregation approved the sales contract.

Note: Session must ascertain that the congregation has an unrestricted deed to the property.

- 7th. Once the above information has been received by the AMC, they will deem the sale to be in order (or not) and vote to recommend the sale of the property to the Presbytery.
- 8th. Presbytery votes to approve or disapprove the sale (in either a stated or a called meeting). Stated clerk notifies the session of presbytery's approval.
- 9th. The sale may proceed.

ADDENDUM I

**Policy adopted at the 208th Stated Meeting of John Calvin Presbytery
November 5th, 2022**

During the process selling of any property owned by a congregation of John Calvin Presbytery, the Presbytery will create an Administrative Commission (AC) consisting of: [list names]

to walk alongside the congregation of _____, in partnership, with these charges:

- a. ***To facilitate a possible sale of the _____ property as long as it is, in the view of the Administrative Commission, in the best interest of both _____ and the Presbytery.***

Presbytery will approve the sales contract when it is presented. The AC will act on behalf of the _____ presbytery in the interval between presbytery approval and closing, per the Administrative _____ Ministries Committee guidelines.

- b. ***To be a resource to _____ as they develop a plan for their next chapter in ministry.***
- c. ***Assume original jurisdiction, if necessary, following the safeguards outlined in G-3.0303e.***

2019-2021 Book of Order G-3.0303 Relations with Sessions:

Presbytery, being composed of the ministers of the Word and Sacrament and commissioners elected by the _____ session of congregations within its district, has a particular responsibility to coordinate, guide, encourage, support, and resource the work of its congregations for the most effective witness to the broader _____ community. In order to accomplish this responsibility, the presbytery has authority to...

John Calvin Presbytery
Thursday, August 3rd, 2023

Two Hundred and Eleventh Stated Meeting
First Presbyterian Church, Mt. Vernon, Missouri
Meeting Via Zoom

e. assume original jurisdiction in any situation in which it determines that a session cannot exercise its authority. After a thorough investigation, and after full opportunity to be heard has been accorded to the session, the presbytery may conclude that the session of a congregation is unable or unwilling to manage wisely its affairs, and may appoint an administrative commission with the full power of session. This commission shall assume original jurisdiction of the existing session, if any, which shall cease to act until such time as the presbytery shall otherwise direct.