

JCP Steps for the Sale of Property
Approved at the 205th Stated Meeting of John Calvin Presbytery
February 26, 2022

- 1st** Session shall call a congregational meeting for the purpose of voting to authorize the sale of the property.
- 2nd** Session shall obtain permission from the Administrative Ministries Committee to list the property for sale.
- Note:** **If the Administrative Ministries Committee deems it necessary, at any point in this process they may recommend that an Administrative Commission be created to help the church through the sales process. The Administrative Commission would be created by action of the Presbytery.**
- 3rd** 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.
- 4th** 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.

- 5th 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.
- 6th 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.
- 7th The sale may proceed.