

Diocesan Synod of Eastern Newfoundland and Labrador

Application Forms



Finance Committee



FORM 1 PERMISSION TO BUILD, RENOVATE OR PURCHASE

Policy 10 of the Constitution of the Diocese of Eastern Newfoundland and Labrador states:

“As per Canon 5, Section 45, Parishes *not indebted to the Diocese or Congregations not indebted to the parish*, may expend up to \$10,000.00 on their properties without the prior approval of the Administration and Finance Committee. They must beforehand, however, inform the Administration and Finance Committee of any and all such expenditures and works.

A Procedure for Capital Projects such as a new building, extension or major renovation is also included in this package.

FORM 2 PERMISSION TO BORROW

Permission from the Diocese is required at all times.

FORM 3 PERMISSION TO SELL PART A & B

Permission from the Diocese is required at all times.

Please ensure all required attachments are included with your application. There is a checklist provided to assist you. Incomplete applications may be returned.

Please submit your completed application and all attachments as least 10 days prior to the Administration and Finance Committee meeting; this will enable us to distribute the material in advance of the meeting thereby allowing all members to thoroughly review the documents. Your cooperation will be appreciated.



Procedure to follow for Capital Projects

The document provides an outline of the steps a Parish should take when planning a **New Building, Building Extension or a Major Renovation**:

1. Vestry must approve idea and motion made to bring proposal to a congregational meeting.
2. Congregation must approve idea in principle and select a Building Committee to coordinate proposal. Minutes must be kept of all meetings and motions recorded.
3. Parish must send a letter to the Finance Committee outlining preliminary proposal.
4. The Finance Committee will advise steps required to proceed and may suggest an initial meeting with the Property and Plans Sub-Committee (P&P) to review steps. A minimum of 3 representatives of P&P, including the Executive Archdeacon, must be present at meetings with a Parish or Parish Building Committee.
5. Parish must prepare an artist's concept, preliminary estimate and rough budget.
6. This information is brought back to a congregational meeting and a motion is made to prepare for this project by starting a "**Building Fund**".
7. Parish requests permission to set up a Building Fund from the Finance Committee.
8. The generally accepted procedure is that the Parish must raise 50% of the cost before applying to the Finance Committee to begin construction on the project. It should be noted that selling land and/or building assets *might not* be considered an acceptable way to raise the 50% required.
9. Once the Parish has raised the necessary funds, it applies to the Finance Committee using the permission forms found on the Diocesan website. Information to be included is as follows:
 - a) **Copy of motion of vestry and congregation**
 - b) **Copy of plans for the project, including design specifications and tender documents.**
 - c) **Statement of how the project is to be funded**
 - d) **Current financial statement**
 - e) **Copies of three quotes for contract prices, noting which one the Parish proposes to accept.**
10. The Finance Committee may refer the application to the Property and Plans sub-committee for review. This committee may arrange a meeting with the Parish Building Committee to review the project before making a recommendation to Finance.
11. Applications for large projects may not be submitted between **June 1 and August 31**, as the Finance Committee is not in full session during the months of June, July and August.



Form 1

APPLICATION FOR PERMISSION TO BUILD, RENOVATE OR PURCHASE

The Parish of: _____

Congregation of: _____

Estimated Cost: _____

Permission is requested from the Diocese of Eastern Newfoundland and Labrador to:
(give brief description of project below – please use additional space on back, if necessary)

The following items **MUST** be included with this Application:

- Detailed description of the project, including reasons why this is necessary.
- Copy of the motion passed by Vestry and signed by the Wardens and Rector.
- Copy of the plans of the project.
- Statement of how you propose to pay for this project.
- Current Parish Financial Statement.
- For **Build or Renovation**: Copies of quotes reviewed (minimum 3) and indicate which one the Vestry wishes to accept.

Signed at: _____ Date: _____

By: _____ (Rector/Priest in Charge)

By: _____ (Warden)

By: _____ (Warden)



Form 2

APPLICATION FOR PERMISSION TO BORROW

The Parish of: _____

Congregation of: _____

Amount Requested to Borrow: \$ _____

Term of Loan _____

Funds to be borrowed from:

- Financial Institution: _____

Purpose for which funds are requested (*brief description*):

The following items **MUST** be included with this Application:

- Copy of the Motion passed by Vestry and signed by the Wardens and Rector.**
- Copy of your latest Parish Financial Statement**
- Statement of how you propose to raise the funds to repay this loan.**
- If this loan is to pay for projects where the cost exceeds \$10,000.00 Form 1 and all appropriate attachments must also be included.**

Signed at: _____ Date: _____

By: _____ (Rector/Priest in Charge)

By: _____ (Warden)

By: _____ (Warden)



Form 3 Part A

APPLICATION FOR PERMISSION TO INVESTIGATE SALE OF PROPERTY

The Parish of: _____

Congregation of: _____

Permission is requested from the Diocese of Eastern Newfoundland and Labrador to investigate the sale of the following property (*include Civic Address*):

Reason for sale: _____

Please confirm the following:

- Deeds have been reviewed to confirm ownership.**
- If this is land granted by the Crown, the Grant has been reviewed to determine the designated use allows this land to be sold.**

The following items **MUST** be included with this Application:

- Copy of the motion passed by Vestry and signed by the Wardens and Rector.**
- Statement of what you propose to do with the proceeds of the sale.**

If approval is granted to investigate this sale please note that the Finance Committee, if it deems necessary, may require:

- (1) That an appraisal be done on the property
- (2) That the sale of the property be advertised

You will also be required to include the following phrase as a condition of the sale: *"This sale is subject to the approval of the Finance Committee of the Diocese of Eastern Newfoundland and Labrador."*

Signed at: _____ Date: _____

By: _____ (Rector/Priest in Charge)

By: _____ (Warden)

By: _____ (Warden)



Form 3 Part B

APPLICATION FOR PERMISSION TO SELL

The Parish of: _____

Congregation of: _____

Permission is requested from the Diocese of Eastern Newfoundland and Labrador to investigate the sale of the following property (*include Civic Address*):

Price Negotiated: _____

*The following items **MUST** be included with this Application*

- Appraisal (if applicable).**
- Copy of letter of offer or Purchase and Sale Agreement.**
- Details on how the proceeds are to be disbursed or invested.**

Signed at: _____ Date: _____

By: _____ (Rector/Priest in Charge)

By: _____ (Warden)

By: _____ (Warden)

