

Policy for Congregations in the Sale of a Manse

Presbytery of Baltimore

The Presbytery of Baltimore, through the Committee on Ministry, bears responsibility for fulfilling the provision of the *Book of Order* in approving the conditions of a call or changes in the terms of a call in assurance that adequate provision is made for housing or a housing allowance of a full or part-time minister.

When a congregation requests permission to sell a manse, the congregation shall continue to bear responsibility for adequately housing full and part-time teaching elders called by that congregation. The following guidelines shall be observed:

- (a) The Committee on Ministry must approve proposed changes in terms of call, if use of the manse has been part of the compensation of the teaching elder;
- (b) It is strongly recommended that the principal of the proceeds of the sale of the manse should be considered as capital funds and not ordinarily to be disbursed for operating expenses.
- (c) Consideration shall be given to maintaining the principal proceeds from the sale of a manse as a trust or in an escrow fund, the income of which may be used toward a housing allowance;
- (d) It is strongly recommended that, at a minimum, an amount equal to the requirements for a down payment on the purchase of a residence in the community should be retained as a "Manse Fund," to be made available for a loan to a teaching elder as a second mortgage for such a down payment, as needed.
- (e) In consultation with the Property and Loan Commission, consideration shall be given to the future needs of the congregation, which may require the congregation to purchase or provide a manse in order to call the appropriate teaching elder to that congregation.

When a congregation seeks to sell manse property, the transaction must be approved by action of the Property and Loan Commission. If the property is held in the name of the Trustees of Baltimore Presbytery, then the Trustees may also be required to grant approval. The Property and Loan Commission is authorized to act on behalf of the Trustees and of the Presbytery in the sale of a manse.

Note that congregational approval is needed both for the sale of property and for changes in terms of call, and in those cases where the sale of the manse affects terms of call, we strongly recommend that both actions take place at the same congregational meeting.

Note: The Application Form that follows is an internal document of the Committee on Ministry and not a part of the preceding Policy.

Request for Permission to Sell a Manse

1. Name and address of requesting congregation:

2. Reasons for selling manse:

3. Address of manse to be sold:

4. Legal description of the property:

5. Have the terms for housing allowance or other arrangements been cleared with the Committee on Ministry? Yes: ___ No: ___

Name of Committee on Ministry Representative _____

6. Does the proposed sale conform to the "Guidelines for the Sale of Manses" as approved by the Presbytery? (See attached copy) Yes: ___ No: ___

7. What arrangements are proposed for housing a teaching elder?

What is the current average price of homes in your area? _____

8. The Property and Loan Commission requires that three market appraisals be done on the property. Please attach them to this document.

Average Appraised Valuation _____

9. Are there mortgages, liens or other debts on the property? Yes ___ No ___
If yes, please list each:

| Lien Holder | Original Amount | Date | Current Balance | Date of Maturity |
|-------------|-----------------|------|-----------------|------------------|
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10. Name and phone number of attorney advising congregation on this sale:

First Request: (Permission to place the property on the market)

Will the property be listed with a realtor? Yes ___ No ___

If no, how will you attempt to sell the property?

Proposed listing or asking price: _____

Please attach a copy of any listing agreement with a realtor.

Committee _____

Length of agreement: _____

Date of Session approval for selling property _____

Date of congregational approval of sale _____

Name of person completing this form: _____

Daytime phone number: _____

Email address: _____