

PRESBYTERY OF EAST IOWA
APPROVAL CHART FOR CONGREGATIONAL REAL ESTATE ACTIVITIES

This matrix shows the action required by governing bodies for certain real estate transaction. The approval required is based on the Book of Order (2011/2013) sections G-4.0200, G-1.0503(d), G-3.0201(c), and the Presbytery of East Iowa policies contained in the Manual of Operations

Activity	Session	Congregation	Presbytery Coordinating Commission	Presbytery	Comments
Sell a congregation's building	Calls congregational meeting for recommendation	Makes written recommendation to Presbytery—send motion from congregational meeting and vote to Stated Clerk	Recommendation from Presbytery Trustees to PCC for transmission to next Presbytery meeting	Takes action on recommendation to enact sale contract	At the start of the process, Presbytery must approve listing the property for sale and must work directly with realtor to ensure proper contingencies are included in the sale contracts
Buy a congregation building including sanctuary	Calls congregational meeting for recommendation	Makes recommendation to Presbytery—send motion from congregational meeting and vote to Stated Clerk	Recommendation from Presbytery Trustees to PCC for transmission to next Presbytery meeting	Takes action on recommendation to enact sale contract	At the start of the process, the Stated Clerk and Presbytery Trustees must be contacted prior to negotiating any contracts
Rent space in another building for worship	Session can negotiate this contract after consultation with Presbytery Trustees	Session must inform the congregation of the intent to rent space prior to finalizing contract	Session must inform the PCC through the Presbytery Trustees prior to finalizing contract	The Presbytery Trustees will communicate this action as information to the Presbytery	At the start of the process, the Stated Clerk and Presbytery Trustees must be contacted prior to negotiating any contracts
Rent space in another building not for worship	Session can negotiate this contract after consultation with Presbytery Trustees	Session must inform the congregation of the intent to rent space prior to finalizing contract	Session must inform the PCC through the Presbytery Trustees prior to finalizing contract	The Presbytery Trustees will communicate this action as information to the Presbytery	At the start of the process, the Stated Clerk and Presbytery Trustees must be contacted prior to negotiating any contracts
Sell a manse	Calls congregational meeting for recommendation	Makes written recommendation to Presbytery—send motion from congregational meeting and vote to Stated Clerk	Recommendation from Presbytery Trustees to PCC for transmission to next Presbytery meeting	Takes action on recommendation to enact sale contract	At the start of the process, Presbytery must approve listing the property for sale and must work directly with realtor to ensure proper contingencies are included in the sale contracts

Sell a house (not a manse)	Calls congregational meeting for recommendation	Makes written recommendation to Presbytery—send motion from congregational meeting and vote to Stated Clerk	Recommendation from Presbytery Trustees to PCC for transmission to next Presbytery meeting	Takes action on recommendation to enact sale contract	<u>At the start of the process,</u> Presbytery must approve listing the property for sale and must work directly with realtor to ensure proper contingencies are included in the sale contracts
Buy a house (not a manse)	Calls congregational meeting for recommendation	Makes written recommendation to Presbytery—send motion from congregational meeting and vote to Stated Clerk	Recommendation from Presbytery Trustees to PCC for transmission to next Presbytery meeting	Takes action on recommendation to enact sale contract	<u>At the start of the process,</u> the Stated Clerk and Presbytery Trustees must be contacted prior to negotiating any contracts
Sell vacant property	Calls congregational meeting for recommendation	Makes written recommendation to Presbytery—send motion from congregational meeting and vote to Stated Clerk	Recommendation from Presbytery Trustees to PCC for transmission to next Presbytery meeting	Takes action on recommendation to enact sale contract	<u>At the start of the process,</u> Presbytery must approve listing the property for sale and must work directly with realtor to ensure proper contingencies are included in the sale contracts
Buy vacant property	Calls congregational meeting for recommendation	Makes written recommendation to Presbytery—send motion from congregational meeting and vote to Stated Clerk	Recommendation from Presbytery Trustees to PCC for transmission to next Presbytery meeting	Takes action on recommendation to enact sale contract	<u>At the start of the process,</u> the Stated Clerk and Presbytery Trustees must be contacted prior to negotiating any contracts
Take out a new mortgage OR Refinance existing mortgage	Calls congregational meeting for recommendation	Makes written recommendation to Presbytery—send motion from congregational meeting and vote to Stated Clerk	Recommendation from Presbytery Trustees to PCC for transmission to next Presbytery meeting	Takes action to approve these financial transactions	<u>At the start of the process,</u> the Stated Clerk and Presbytery Trustees must be contacted prior to negotiating any mortgage arrangements
Lease worship space	Calls congregational meeting for recommendation	Makes written recommendation to Presbytery—send motion from congregational meeting and vote to Stated Clerk	Recommendation from Presbytery Trustees to PCC for transmission to next Presbytery meeting	Takes action on recommendation to enact lease	<u>At the start of the process,</u> the Stated Clerk and Presbytery Trustees must be contacted prior to negotiating any contracts