

CHURCH QUESTIONNAIRE

If you are unable to complete an item, please make a note to that effect. If this information has been prepared in a format different than in this application, you need not transcribe it into this form, but instead attach it to the application.

I. GENERAL INFORMATION

A. Church Information

1. Corporate Name _____
 2. Church Name _____
 3. Street Address _____
City, State, Zip _____
 4. Mailing Address _____
City, State, Zip _____
 5. School Name(s) _____
 6. Denominational Affiliation _____
 7. Other Affiliation (s) _____
 8. Federal Tax ID# _____
 9. How long has the congregation been meeting in its present location? _____
10. Please include a brief narrative on the chronological history of your church as an attachment or addendum. Please include the following information:
- a. When was your Church founded?
 - b. By whom was it founded?
 - c. Number of people in congregation at founding.
 - d. Give information as to the progress of the church.
 - e. What special ministries does the Church perform?
 - f. What are the future plans of the Church? (new construction, acquisition of land or buildings; merger or combination with other congregations; other)

11. Who are the members of your Board of Directors?

Name	Title	Phone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

12. Who are your Corporate officers and their respective titles?

Name	Title	Phone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

13. Who is your:

a) Finance Committee Chairperson?

_____ Name _____ Contact Phone #

b) Building Committee Chairperson?

_____ Name _____ Contact Phone #

c) Fund Raising Chairperson?

_____ Name _____ Contact Phone #

14. Please provide a copy (including any amendments) of:

- a) Certificate and Articles of Incorporation
- b) By-Laws
- c) Resolution of the Board wherein the motion for the proposed financing was approved. Included shall be the tally of affirmative and negative votes.

B. Staff Information

1. Who is your Senior Pastor?

Name _____

Street Address _____

City, State, Zip _____

Contact Phone No. _____

- a. Please include a brief profile/resume of your Senior Pastor.
- b. When did your Senior Pastor come to your Church? _____

2. Who are your additional pastoral staff members?

Name	Position Held	Length of Time With You
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please include a brief profile/resume of each of your pastoral staff.

C. Who are your professional advisors?

1. **CPA**
 Name _____
 Street Address _____
 City, State, Zip _____
 Phone Number _____

2. **Attorney**
 Name _____
 Street Address _____
 City, State, Zip _____
 Phone Number _____

3. **Insurance Agent**
 Name _____
 Street Address _____
 City, State, Zip _____
 Phone Number _____

4. **Banker**
 Name _____
 Street Address _____
 City, State, Zip _____
 Phone Number _____

D. Membership/Attendance Information:

1. Please provide attendance and membership information for the current and previous 5 years:

Number of:	2003	2002	2001	2000	1999	1998
Adult Members	_____	_____	_____	_____	_____	_____
*Giving Units	_____	_____	_____	_____	_____	_____
Average Weekly Worship Services Per Week	_____	_____	_____	_____	_____	_____

***MUST BE COMPLETED**

2. Please provide the percentage of your present congregation in each of the following age groups:

0-18 years 19-30 years 31-65 years over 65 years

3. Please project your anticipated membership and worship attendance for the next five years:

Number of: 2004 2005 2006 2007 2008 2009

Adult Members

Average Weekly Adult Attendance

Total Number of New Members Last 12 Months:

4. When did you last purge your membership roll? _____

5. Please describe how an individual becomes a member of your Church:

6. Please attach demographic information for your community. These are generally available from the Chamber of Commerce or from Economic Development Agencies in your area.

II. LOAN REQUEST INFORMATION

A. How much are you planning to borrow? _____

B. Please provide an itemized list of the anticipated use of the loan proceeds. _____

C. What property(ies) do you plan on using for collateral for this loan request?

D. Is this request for construction purposes? Yes _____ No _____

1. Has construction already started? Yes _____ No _____

2. Please include a complete cost breakdown of your project. Additional construction information will be required after your request is reviewed.

Architect

Name _____

Street Address _____

City, State, Zip _____

Phone Number _____

Building Contractor (provide resume)

Name _____

Street Address _____

City, State, Zip _____

Phone Number _____

Project Manager (provide resume)

Name _____
Street Address _____
City, State, Zip _____
Phone Number _____

III. CHURCH FINANCIAL INFORMATION

- A. What is your annual fiscal year end? _____
- B. Please provide two (2) years fiscal year end balance sheets.
- C. Please provide two (2) years fiscal year end income and expenses, including all sources of all income and expense. Please be sure to include special fund-raising sources.
- D. Please describe any pledge drives which were initiated or completed over the past three (3) years. Include its purpose, amount pledged, amount collected, and percentage of pledges collected. Please describe any pledge drives currently in progress or planned within the next three (3) years.
- E. Please include a list of your 15 largest givers and their contribution for the last fiscal year. Individuals are to be identified by initials and city of residence.
- F. If any large, unusual and or non-recurring contributions were received within the most recent 5 fiscal years, please identify the year(s) and amount(s).
- G. Please provide the annual church budget for the current fiscal year.
- H. Do you own all properties occupied by the Church? Yes _____ No _____

Location _____ Rent _____

IV. SCHOOL INFORMATION

- A. Is there a school run by your Church? Yes _____ No _____ If yes,

	<u># Students</u>	<u>Annual Tuition Per Student</u>
Preschool	_____	_____
Kindergarten	_____	_____
1-6	_____	_____
7-8	_____	_____
9-12	_____	_____

- B. Total number enrolled in each of the prior fiscal years.

	2002	2001	2000	1999
Preschool	_____	_____	_____	_____
Kindergarten	_____	_____	_____	_____
1-6	_____	_____	_____	_____
7-8	_____	_____	_____	_____
9-12	_____	_____	_____	_____

- C. What is your school's fiscal year end?
- D. Please provide two (2) years fiscal year end balance sheets for the school.
- E. Please provide two (2) years fiscal year end income and expenses, including all sources of income and all expenses. Please be sure to include special fund raising sources.
- F. Please provide the current and prior year's school budgets.
- G. Number of teachers/administrators: Full-time _____
Part-time _____

- H. Do you provide day care (either before or after school?) Yes _____ No _____
- I. Are school facilities: owned _____ leased/rented _____
If leased/rented, annual rental expense: _____

COMPLETED BY

DATE