

Sample Form for the Property of a Dissolved Church

Name and Number of Church: _____

Address: _____

County: _____

Phone: _____

Local Church Contact Person

Name: _____

Address: _____

Phone: _____

I. Obtain Legal Counsel

Have legal counsel issue an opinion about the existence of any reversion, possibility of reverter, right of reacquisition or similar restrictions to the benefit of any party. A reversionary interest may defeat the right to sell the church property after dissolution. A title report may also be obtained to determine reversionary interests.

II. Title of the Real Property

Who (what body) holds title (ownership) of the property according to the deed?

Name: _____

Address: _____

Phone: _____

To whom will the title (ownership) of the property be transferred?

Name: _____

Address: _____

Phone: _____

Note: If the property is to be sold, an appraisal or other reliable data should be obtained to aid in determining a fair sale price.

III. Disposition of Real Property

__ [1] Sale price(s) established by
 __ a. Contents \$ _____
 __ b. Building \$ _____
 Total \$ _____

__ [2] Disposition of proceeds determined by presbytery trustees in keeping with presbytery policy.

__ [3] Removal, insofar as reasonably possible, all Christian and church insignia and symbols from such property.

__ [4] Instructions or Restrictions:

IV. Instructions Pertaining To

Department of History — All the deeds, records, and other official and legal papers, including the contents of the cornerstone, of a church that is dissolved may be collected and deposited for permanent safekeeping with the Department of History.

V. Additional Instructions

Any gift, legacy, devise, annuity, or other benefit to a local church that accrues or becomes available after said church has been dissolved should become the property of the trustees of the presbytery within whose jurisdiction the church was located. List the known beneficial interests:

__ [1] _____
__ [2] _____
__ [3] _____
__ [4] _____
__ [5] _____

VI. Recommendations

It is advised, where possible, that the church board of trustees be left intact at the time of dissolution to sell and/or dispose of the property as the presbytery shall direct.

Notify as soon as dissolution is apparent.

Make sure insurance is maintained on the property. Have someone checking on the property regularly if not occupied.

The Executive Presbyter should collect all keys, if church trustees are not kept intact to dispose of property. May want to change the locks on the church.

Make inventory of all property at closing.

Take pictures of inside (include furnishings), outside of church, and put in church file.

Make arrangements to receive balance in all accounts: __ [1] General account

__ [2] Sunday school account

__ [3] Memorial funds

__ [4] Other: _____

__ [5] Other: _____

Sometimes the church and presbytery may endeavor to return items to families who have donated them to the church.