

Closure Ministry Application for Assistance

Date _____

Church Name _____

Church Address _____

Contact person _____

Address _____

Telephone _____ email _____

Second Contact person _____

Address _____

Telephone _____ email _____

Nature of Request _____

Closure Ministry

Application for Assistance

Information and documents requested for initial meeting. This information is necessary to give accurate counsel.

1. Names and contact information for Pastor, deacons, trustees, treasurer, and church clerk.
2. Current Constitution and Bylaws.
3. Current Financial Statements.
4. Articles of Incorporation.
5. Clerk's records of business meetings

Documents and information needed when ChurchCare is retained.

1. Deed to properties.
2. Property surveys.
3. Bank records.
4. Utility company account information.
5. Current liabilities.
6. Outstanding mortgages or loans.
7. Property Insurance and agent information.

Does the church have an attorney? _____.

Has the church voted to dissolve? _____ Effective date _____.

Number of voting members _____.

Closure Ministry

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Instructions and Information

1. ChurchCare is a subsidiary corporation of Baptist Church Planters. ChurchCare is a not for profit ministry designed to help churches with various types of needs. Through Biblical counsel, and thorough evaluation our counselors will help design a course of action that will result in a God honoring solution to your specific circumstance.
2. If dissolution is the course of action, ChurchCare will help prepare a plan for closure that will bring blessing to the remaining members, maintain a God honoring testimony in the community, and preserve the assets of the church to be used for church planting and other mission's ministries.
3. ChurchCare also manages a Revolving Loan/Grant Fund. This Fund is intended to provide funds for new church planting efforts in the USA. ChurchCare will require every church we are ministering to, to designate a minimum of 50% of their assets to ChurchCare a portion of which will go directly to the Loan/Grant Fund and a portion will be used to help support Baptist Church Planters ministry to church planters. Effectively all the funds designated to ChurchCare will be used to directly impact church planting efforts in the USA.
4. ChurchCare does have a suggested fee schedule. When invited by the church to come and present the ministry, or consult with leadership, it is expected that the church will be responsible to pay professional and travel expenses. In addition, a consulting fee of \$250.00 per day will be charged for services other than closure.
5. References and/or completed project reports will be made available upon request.
6. Please complete the information and application forms and provide a brief description of the nature of your request.

Closure Ministry

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Closure Process

1. ChurchCare's counselor will offer counsel concerning final business meetings, missionary support, severance package, parsonage use, sale or donation of furnishings and equipment.
2. ChurchCare has counselors experienced in leading a church through the difficult and emotional decisions associated with dissolving a church.
3. Once the church votes to use ChurchCare, a process begins to transition all business related issues to ChurchCare. All assets and liabilities will be managed by our staff. ChurchCare will receive all mail and handle the payment of all invoices. The emotional break from the church, for the existing leadership, will be handled with care and understanding.
4. Legal counsel will be used to determine the requirements for transfer of assets, and all issues will be completed in a manner that maintains the testimony of our Lord in the community.
5. ChurchCare will maintain custody of Church records and documents for the required period of time.
6. Members will be encouraged to seek out another church to join and become involved in ministry. Members may need a time of healing and encouragement. Becoming involved in a sister church with compassionate leadership, will provide opportunity for healing.
7. A sample dissolution resolution is included in this application. Please consult with ChurchCare before voting on a dissolution resolution, each state has different requirements.

05-15-2012