



## Episcopal Diocese of Massachusetts

138 Tremont Street Boston, Massachusetts 02111 • 617-482-5800 • [www.diomass.org](http://www.diomass.org)

Church ID: \_\_\_\_\_

Dear Applicant:

Enclosed please find a Diocesan (formerly known as Stokes Fund) Loan Fund/**Green** Loan Fund Common Application, as requested and some additional information including:

- Forms for reporting the vestry vote and the submittal to the local Deanery

The purpose of the Diocesan Loan Fund is to make available money (presently up to \$100,000) to congregations of the Episcopal Diocese of Massachusetts for the repair or improvement of existing structures or fixtures, with a strong preference for basic renovations to maintain the habitability of churches and related buildings, to prevent degeneration, to conserve energy, to facilitate handicapped access or to modify facilities to meet requirements for weekday community use. Loans will be made to vital congregations or those with a plan to become vital.

The interest rate is set at 3.75% for Diocesan Loans with the term of the loan not to exceed 15 years. Please see attached **Green** Loan Addendum for information on green loan purposes and terms.

We request that a representative of the parish be available in person or by phone at the Diocesan Loan Committee meeting to answer any questions about the application and parish activities. You will be notified after the meeting of the approval status and any requirements to complete the loan. Since the loan represents an encumbrance on parish property, your application and the recommendation of the Diocesan Loan Committee will also be reviewed by the Diocesan Real Estate Advisory Committee (REAC). The application must be approved by the Standing Committee before it can be disbursed.

If you have any questions, please do not hesitate to contact me at (617) 482-5800 ext 553 or at [mgovoni@diomass.org](mailto:mgovoni@diomass.org).

Sincerely,

Marilyn Govoni  
Accountant

The Episcopal Diocese of Massachusetts

*Enclosures*

**SAMPLE FORM**  
**(Please submit this Vote on Church Letterhead)**

***CERTIFICATE OF VOTE***

I, \_\_\_\_\_ of \_\_\_\_\_ County, Massachusetts,  
certify that (i) I am the duly elected and qualified Clerk of \_\_\_\_\_, (the "Parish"), located at \_\_\_\_\_, Massachusetts, and (ii) at a meeting of the Vestry of the Parish, duly called and held on \_\_\_\_\_, at which a quorum was present, voting and acting throughout, the following vote was passed, and is still in full force and effect:

**VOTED:** That, \_\_\_\_\_ Senior Warden, and \_\_\_\_\_ Treasurer, be and hereby are authorized and directed on behalf of the Parish to borrow up to \$ \_\_\_\_\_ from the Protestant Episcopal Diocese of Massachusetts (the "Diocese") and execute and deliver to the Diocese (a) a promissory note evidencing such borrowing; (b) a mortgage covering the premises situated at \_\_\_\_\_, \_\_\_\_\_ County, Massachusetts, securing said note; and (c) any and all other documents necessary to accomplishing the foregoing.

\_\_\_\_\_  
Clerk

COMMONWEALTH OF MASSACHUSETTS  
COUNTY OF \_\_\_\_\_

Before me, the undersigned notary public, on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, personally appeared \_\_\_\_\_, who is personally known to me or was proved to me through a current document issued by a federal or state government agency bearing a photographic image of the signatory's face and signature, to be the person whose name is signed on the foregoing instrument and acknowledged to me that he/she signed it as his/her free act and deed and the free act and deed of \_\_\_\_\_, as Clerk of the Parish, for its stated purpose.

\_\_\_\_\_  
[Notary Seal]

**Address of Premises is:** \_\_\_\_\_

**SAMPLE FORM**

***The Episcopal Diocese of Massachusetts***

***Deanery Notification Letter***

***Name of Deanery:*** \_\_\_\_\_

Date: \_\_\_\_\_

Diocesan Loan Committee Chair  
Treasurer's Office  
Episcopal Diocese of MA  
138 Tremont Street  
Boston, MA 02111

This letter certifies that the \_\_\_\_\_ Deanery, at its meeting on \_\_\_\_\_, 20\_\_\_\_  
was notified of the application of \_\_\_\_\_, \_\_\_\_\_, Massachusetts  
for a Diocesan Loan Fund and/or Green Loan up to \$ \_\_\_\_\_ for 15 years for the purpose of

\_\_\_\_\_

\_\_\_\_\_

Sincerely,

\_\_\_\_\_  
Co-Convener

\_\_\_\_\_  
Co-Convener

# *The Episcopal Diocese of Massachusetts*

## **DIOCESAN LOAN FUND PRINCIPLES, GUIDELINES AND PROCEDURES**

*Last Major Revision: March 7, 2007; rev: March 20, 2014*

### **STATEMENT OF PRINCIPLES**

1. Parishes/missions should make a commitment to contribute part of the cost of a given project. Due consideration will be given to small parishes for whom this may be a hardship or restriction.
2. The Bishop, with the Council's approval, maintains the right to change or modify the rules and procedures of the Diocesan Loan Fund at any time.
3. It is expected that Parochial Reports will be filed annually and in a timely manner.
4. An interest rate discount of .25% is available to parishes making their monthly payments electronically (i.e., interest on the loan will be 3.5%).

### **GUIDELINES**

1. The Diocesan Loan Committee will make an effort to process Diocesan Loan Fund applications within ninety (90) days of receipt.
2. The total amount lent by the Diocesan Loan Fund shall not exceed one year's Parish Revenues, reported as Total All Revenues, Line D of the Parochial Report. The total amount lent includes any unpaid principal on an existing loan, as well as any new loan granted. Current Diocesan Loans shall continue to be covered under the terms of the original agreement.
3. Loan payments (principal and interest) are to be made monthly in a fixed amount according to the amortization schedule that will accompany the note and be sent to the borrowing parish/mission.
4. Loans will be secured by a note or suitable written agreement between the Diocese and the parish/mission. This note or agreement will be secured by a mortgage on an asset of the borrowing parish/mission at least equal in current value to the principal of the loan. In unusual circumstances when this security is not available, the Bishop, with the approval of the Standing Committee, may at his discretion authorize a Diocesan Loan based on ability to pay.
5. Loan proceeds will be disbursed to the parish/mission upon execution and registration of all loan documents. Distribution of loan proceeds must be made within 12 calendar months of approval of the loan by the Standing Committee.
6. Parishes are expected to carry adequate comprehensive insurance and to keep their payments current in accordance with Diocesan guidelines.

7. If the work to be completed is the result of storm damage, flooding or other insured cause, a claim should have been filed with an insurance company if possible.
8. Early repayment of a Diocesan loan in part or in full is permitted – in fact, encouraged. Should a parish make partial repayment on a loan; the Treasurer’s office will generate a new amortization schedule and forward it to the parish.

**PROCEDURES**

1. Information regarding the Diocesan Loan Fund may be obtained from the Treasurer’s Office, 138 Tremont Street, Boston, MA 02111. Completed applications should be sent to the Chair of the Diocesan Loan Committee c/o the Treasurer’s Office, who, after review, will assist in its progression to the Real Estate Advisory Committee (REAC), the Bishop and Standing Committee.
2. Every application for a Diocesan Loan Fund loan must be accompanied by:
  - Current year -to-date and prior 2 years financial statements (Statements of Income & Expense and Balance Sheet)
  - Projected parish budget
  - Project budget including fees and contingencies (please use template attached)
  - Contractor bids (at least two required)
  - Plot plan or a sketch of parish property
  - A vote of the Vestry authorizing this request.

Please see the Application Form for additional information required prior to closing and funding the loan.

3. A representative of the parish should be available either by phone or in person at the loan committee meeting to answer any questions that the committee may have.
4. Completed applications will be considered and voted on by
  - The Diocesan Loan Fund Committee
  - The Real Estate Advisory Committee (REAC)
  - The Standing Committee
5. Statements of outstanding loans and payments on principal, together with Diocesan Finance Committee recommendations on delinquent accounts, will be reviewed quarterly by the Diocesan Council.