

## Requirements for Submission of Release to Sell & Release to Mortgage Applications:

- Please make sure to answer every question on the application form with print that is legible.
- Application forms must be signed by the
  - 1 Lead Pastor (unless there is no located pastor)
  - 2 Conference Superintendent
  - 3 Secretary of Society (if church owned) or the Secretary of the Conference (if conference owned).
- Completed application documents will include:
  - 1 A Completed and Signed Application
  - 2 Copy of the Deed(s)
  - 3 Meeting minutes from local **church**-
    - a. The full BOA or Leadership Team must be made aware of the issue and that a decision is going to be made.
    - b. Statement of the property decision with motion, seconded and carried
    - c. Written minutes showing who was present and what the vote count was on the action.
    - d. A written record of the approval of the Minutes by the conference BOA
  - 4 Meeting minutes from the **conference** –
    - a. The full BOA or Leadership Team must be made aware of the issue and that a decision is going to be made.
    - b. Statement of the property decision with motion, seconded and carried
    - c. Written minutes showing who was present and what the vote count was on the action.
    - d. A written record of the approval of the Minutes by the conference BOA

Virtual voting may take place if necessary, if all the previous requirements have been met.

*Important Note: The best protection and defense is that the denomination/Conference/or local church ALWAYS follows the written protocol when it comes to money, property, or personnel matters.*

Once you have gathered all of the documents, please scan and email to: [pamela.babcock@fmcusa.org](mailto:pamela.babcock@fmcusa.org)  
or mail the documents to:

Free Methodist Church -USA  
attn. Pamela Babcock  
770 N High School Rd  
Indianapolis, IN 46214

If the documents are incomplete, the process is halted and either the church or the conference will be contacted regarding any missing information.

Please feel free to contact Pam if you have any questions or concerns regarding the process of selling or mortgaging church-owned property via email: [pamela.babcock@fmcusa.org](mailto:pamela.babcock@fmcusa.org) or call 1-800-342-5531 ext. 323.

You can access the Release to Sell application **here**

You can access the Release to Mortgage (Encumber) application **here**