

Process for the Sale, Purchase, or Encumbrance of Property

Stakeholders	Timeline										
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	
Session	Session determines need for property buy, sell, or borrow. Notifies PB&F of intent	Obtains formal legal description of property, supporting documents		Arranges sale, purchase, loan		Agrees to terms; calls congregational meeting				Complete sale, purchase or loan	
Purchaser					agreement extended					Complete sale, purchase or loan	
Congregation	Session informs congregation						Congregational meeting to approve action pending Presbytery approval				
Presbytery Budget and Finance Committee		Reviews intended terms, shares recommendation with Council		Receive updates quarterly**	Reviews terms of sale, purchase, or loan	Makes recommendation to Presbytery Council		Presents recommendation to Presbytery			
Presbytery Council			Council determines if Admin Comm advisable, advises Presbytery				Adds item to agenda; May call special meeting				
Administrative Commission (est'd by Presbytery)*				Cooperates in arranging sale, purchase or loan; guides process				Presents recommendation to Presbytery		Discharges actions on behalf of Presbytery, e.g. distribution of funds	
Presbytery			Presbytery establishes Admin Comm (if appropriate)					Considers sale, purchase, or loan -- votes to accept			Dismisses Admin Comm

* Powers of the Administrative Commission vary with the charter/motion established by Presbytery

**PB&FC; council and Presbytery receive updates quarterly

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