



The Episcopal Diocese of Olympia

The Episcopal Church in Western Washington

www.ecww.org

Standard Loan Application Procedures

The Board welcomes opportunities to support congregations in realizing their capital goals. The standard application process, starting from initial conversation with the Office of the Bishop to final interview with the Board, usually takes three months. The Board focuses on bridge financing for successful capital campaigns.

(Note: Situations presenting risk of substantial loss if not addressed within 60 days, such as cold weather furnace failure or opportunity to purchase adjoining property, are considered through Urgent Loan Application which takes three to six weeks. Outright emergencies which are not covered by insurance are handled on a case-by-case basis as Emergency Loans facilitated by the Property Manager, Board Chair, and the Bishop

1. Intake by Office of the Bishop

Standard inquiries begin with the Canon for Human Resources, Governance & Convention, who verifies that the parish or mission is a Congregation in Good Standing; that the vestry/bishop's committee has resolved to approve the application; that the full scope of the project is known; and that the Board of Directors has sufficient funds to proceed. When the above requirements are met, the congregation downloads the application materials and will be connected with the loan committee.

2. Additional documents, as requested by the Loan Committee

- Three years Parochial reports.
- Pledge history.
- Additional property information.
- Commission on Church Architecture (CAC) review. Mission congregations are required to have CAC approval prior to loan submittal.
- A recent energy audit, along with an analysis of the use of sustainable and energy efficient materials.

3. Applicant relationship with Loan Committee

The Loan Committee meets with congregational representatives on site at the congregation or by Zoom, to understand the proposed project and learn its significance for the congregation's mission. Together they review the loan application process in detail, assuring that the congregation knows what to expect. The Committee reviews the Loan Checklist with the borrower; loan check is completed by the Committee. Committee members underline the timeline for submissions: materials must be received no later than month end for review the first Thursday of the following month, by the Board Steering committee. The full Board meets on the third Thursday of each month.

4. Review of Written Application

Once the application materials are received by the Loan Committee, the Committee reviews the materials to ensure there are no impediments to proceeding. The committee will present a short overview to the Board, including review of the checklist, taking questions back to the congregation as necessary. When all is in order the Loan Committee arranges for #5 when it will provide the Board with a recommendation.

5. In-person Interview and Decision

The Loan Committee prepares representatives of the congregation for the interview and, during the meeting, is responsible for the introductions to the Board members. Approximately twenty minutes are provided for conversation and Q&A; the congregation is then excused, and, unless unforeseeable concerns have surfaced during the interview, the Board takes formal action, which action the Loan Committee immediately communicates to the congregation by phone and email. The Canon for Finance prepares the amortization schedule, and the Chancellor prepares the loan note for vestry/bishop's committee signature. As soon as the signed note is received by the Canon for Finance, funds are released according to the provisions of the note.