

# **Section VIII**

## **LOCAL CHURCH ORGANIZATION**

### **PROPERTY WORKSHEET**

**PRESBYTERY OF GENESEE VALLEY**

**LOCAL CHURCH ORGANIZATION PROPERTY WORKSHEET**

**Name of church:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

*This worksheet is intended to assist each local church in identifying and recording information and documents which are relevant to the corporate organization and property ownership of the church. Typically, these documents are needed infrequently, but an extraordinary amount of time and effort can be consumed in searching for the information and documents when not readily available.*

*The Presbytery Trustees are available to assist with questions.*

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

# CORPORATE ORGANIZATION

## 1. Certificate of Incorporation

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

Recorded in County Clerk's Office on: \_\_\_\_\_  
in Liber (Book) \_\_\_\_\_ of Religious Organizations, page \_\_\_\_\_

Amendments/Restated Certificates:

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

Recorded in County Clerk's Office on: \_\_\_\_\_  
in Liber (Book) \_\_\_\_\_ of Religious Organizations, page \_\_\_\_\_

## 2. By-Laws (if any)\*

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

Amendments (dates): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 3. Form of Government

A. Governing bodies (check one which applies)

\_\_\_\_\_ Unicameral (Session functions as Trustees\*\*)

\_\_\_\_\_ Bi-cameral (separate, congregationally-elected Board of Trustees)

B. Has there ever been a change from unicameral to bi-cameral or from bi-cameral to unicameral?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If so, date of Certificate of Change: \_\_\_\_\_

Date of recording of Certificate in County Clerk's Office: \_\_\_\_\_

C. Size

Number of ruling elders on Session: \_\_\_\_\_

If separate Board of Trustees, number of members: \_\_\_\_\_

\*By-Laws are not required. *Book or Order* and State Law are sufficient.

\*\*This includes forms where there may be a "Trustee" sub-committee composed of Session members.

## REAL PROPERTY

### 4. Parcels Owned

#### A. Church Facility

Address: \_\_\_\_\_

Tax Map Number: \_\_\_\_\_

Approximate lot size: \_\_\_\_\_ feet by \_\_\_\_\_ feet  
\_\_\_\_\_ Acres

Property acquired:

Date of deed: \_\_\_\_\_

Recorded in County Clerk's Office in Liber (Book) \_\_\_\_\_ of Deeds, page \_\_\_\_\_

Does the Deed contain any covenant or restriction concerning use, reversionary clause, etc.

\_\_\_\_\_ Yes    \_\_\_\_\_ No

If so, please describe: \_\_\_\_\_

\_\_\_\_\_

#### B. Manse 1

Address: \_\_\_\_\_

Tax Map Number: \_\_\_\_\_

Approximate lot size: \_\_\_\_\_ feet by \_\_\_\_\_ feet  
\_\_\_\_\_ Acres

Property acquired:

Date of deed: \_\_\_\_\_

Recorded in County Clerk's Office in Liber (Book) \_\_\_\_\_ of Deeds, page \_\_\_\_\_

Does the Deed contain any covenant or restriction concerning use, reversionary clause, etc.

\_\_\_\_\_ Yes    \_\_\_\_\_ No

If so, please describe: \_\_\_\_\_

\_\_\_\_\_

#### C. Manse 2

Address: \_\_\_\_\_

Tax Map Number: \_\_\_\_\_

Approximate lot size: \_\_\_\_\_ feet by \_\_\_\_\_ feet  
\_\_\_\_\_ Acres

Property acquired:

Date of deed: \_\_\_\_\_

Recorded in County Clerk's Office in Liber (Book) \_\_\_\_\_ of Deeds, page \_\_\_\_\_

Does the Deed contain any covenant or restriction concerning use, reversionary clause, etc.

\_\_\_\_\_ Yes    \_\_\_\_\_ No

If so, please describe: \_\_\_\_\_  
\_\_\_\_\_

**D. Other** (describe): \_\_\_\_\_

Address: \_\_\_\_\_

Tax Map Number: \_\_\_\_\_

Approximate lot size: \_\_\_\_\_ feet by \_\_\_\_\_ feet  
\_\_\_\_\_ Acres

Property acquired:

Date of deed: \_\_\_\_\_

Recorded in County Clerk's Office in Liber (Book) \_\_\_\_\_ of Deeds, page \_\_\_\_\_

Does the Deed contain any covenant or restriction concerning use, reversionary clause, etc.

\_\_\_\_\_ Yes    \_\_\_\_\_ No

If so, please describe: \_\_\_\_\_  
\_\_\_\_\_

**5. Mortgages**

**A. Church Facility**

Date of Mortgage 1: \_\_\_\_\_

Mortgagee (lender): \_\_\_\_\_

Recorded in County Clerk's Office on \_\_\_\_\_ in Liber (Book) \_\_\_\_\_  
of Mortgages, page \_\_\_\_\_

Original Amount: \$ \_\_\_\_\_

Original Term: \_\_\_\_\_ years

Special Terms (describe): \_\_\_\_\_  
\_\_\_\_\_

Date of Mortgage 2: \_\_\_\_\_

Mortgagee (lender): \_\_\_\_\_

Recorded in County Clerk's Office on \_\_\_\_\_ in Liber (Book) \_\_\_\_\_  
of Mortgages, page \_\_\_\_\_

Original Amount: \$ \_\_\_\_\_

Original Term: \_\_\_\_\_ years

Special Terms (describe): \_\_\_\_\_  
\_\_\_\_\_

[If there are additional mortgages, note similar information on reverse side or by attachment.]

**B. Manse 1**

Date of Mortgage 1: \_\_\_\_\_  
Mortgagee (lender): \_\_\_\_\_  
Recorded in County Clerk’s Office on \_\_\_\_\_ in Liber (Book) \_\_\_\_\_  
of Mortgages, page \_\_\_\_\_  
Original Amount: \$ \_\_\_\_\_  
Original Term: \_\_\_\_\_ years  
Special Terms (describe): \_\_\_\_\_  
\_\_\_\_\_

**C. Manse 2**

Date of Mortgage 1: \_\_\_\_\_  
Mortgagee (lender): \_\_\_\_\_  
Recorded in County Clerk’s Office on \_\_\_\_\_ in Liber (Book) \_\_\_\_\_  
of Mortgages, page \_\_\_\_\_  
Original Amount: \$ \_\_\_\_\_  
Original Term: \_\_\_\_\_ years  
Special Terms (describe): \_\_\_\_\_  
\_\_\_\_\_

**D. Other**

Date of Mortgage 1: \_\_\_\_\_  
Mortgagee (lender): \_\_\_\_\_  
Recorded in County Clerk’s Office on \_\_\_\_\_ in Liber (Book) \_\_\_\_\_  
of Mortgages, page \_\_\_\_\_  
Original Amount: \$ \_\_\_\_\_  
Original Term: \_\_\_\_\_ years  
Special Terms (describe): \_\_\_\_\_  
\_\_\_\_\_

[Special terms in this section is defined as balloon, interest payments only for a period,  
“mortgage grant,” etc.]

**6. Abstracts of Title**

Does Abstract of Title exist for each property and, if so, who has custody (church, mortgagee, etc.)?

**A. Church**

Abstract exists: \_\_\_\_\_ Yes \_\_\_\_\_ No

Custody: \_\_\_\_\_ Church \_\_\_\_\_ Mortgagee  
\_\_\_\_\_ Other (describe): \_\_\_\_\_  
Last redated (date): \_\_\_\_\_

**B. Manse 1**

Abstract exists: \_\_\_\_\_ Yes \_\_\_\_\_ No  
Custody: \_\_\_\_\_ Church \_\_\_\_\_ Mortgagee  
\_\_\_\_\_ Other (describe): \_\_\_\_\_  
Last redated (date): \_\_\_\_\_

**C. Manse 2**

Abstract exists: \_\_\_\_\_ Yes \_\_\_\_\_ No  
Custody: \_\_\_\_\_ Church \_\_\_\_\_ Mortgagee  
\_\_\_\_\_ Other (describe): \_\_\_\_\_  
Last redated (date): \_\_\_\_\_

**D. Other**

Abstract exists: \_\_\_\_\_ Yes \_\_\_\_\_ No  
Custody: \_\_\_\_\_ Church \_\_\_\_\_ Mortgagee  
\_\_\_\_\_ Other (describe): \_\_\_\_\_  
Last redated (date): \_\_\_\_\_

**7. Easements, Leases and Special Agreements**

Is any property owned by the church subject to any special easements (other than customary water, sewer and utility easements), leases or special agreements as to occupancy or use??  
\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please describe, giving the property(ies) involved, the name of the other party(ies), the nature of the use or occupancy and the terms.

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## RECORD KEEPING

**8. Does the church have original or copies of the following corporate documents?**

	Yes	No
Certificate of Incorporation	<input type="checkbox"/>	<input type="checkbox"/>
	By-laws	<input type="checkbox"/> <input type="checkbox"/>
Title	<input type="checkbox"/>	Abstracts of <input type="checkbox"/>
	Deeds	<input type="checkbox"/> <input type="checkbox"/>
		Mortgages
<input type="checkbox"/> Easements	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>

**9. Where are these documents kept?**

- Safe deposit box (location): \_\_\_\_\_
  - Safe or fire-resistant vault or cabinet at church
  - Non-fire resistant file cabinet at church
  - Other (describe): \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Name of person preparing this checklist: \_\_\_\_\_

Title: \_\_\_\_\_

Copies of:

- Clerk of Session
- Chair of Trustees/Property Committee
- Presbytery Office