


CHURCH LOAN PROCESS — QUICK GUIDE

For Local Churches | Florida Conference of Seventh-day Adventists

Churches are encouraged to maintain reserve funds for facility expenses, but sometimes additional funding is needed for **property purchases, repairs, renovations, or construction**. Loans are available through the **Southern Union Revolving Fund (SURF)** and other Conference-associated institutions.

 **All loan applications must go through the Property Development Department (PDD).**

 **Local churches cannot obtain loans independently, as they are not legal entities.**

BEFORE APPLYING FOR A LOAN

- Churches must have **35% of the project cost in cash**.
- For **new construction**, up to **15% credit** may be applied if the property is owned free and clear.
- In emergency repair situations, a **cash requirement waiver may be requested** (case-by-case approval).

STEP-BY-STEP PROCESS

1. Request a Loan Application

Obtain the **SURF Loan Application** from the PDD and complete all required sections and signatures.

2. Gather Required Documentation

Submit the completed application along with all required supporting documents to PDD. If the loan is for **repairs or construction**, include **three quotes from licensed commercial contractors**.

3. Submit Church Approval Documentation


Provide official meeting records showing approval to apply for the loan.

- **Church Board vote** is required.
- **Church Business Meeting minutes** required if loan exceeds **\$500,000** or involves **property purchase or sale**.

4. Committee Review & Approval Process

Loan applications are reviewed and approved in the following order:

- Church Board
- Church Business Meeting (if required)
- Conference Property Development Committee
- Administration Committee (ADCOM)
- Association Executive Committee (up to \$1M)
- Board of Trustees (over \$1M)
- Southern Union Revolving Fund Committee
- Southern Union Executive Committee (over \$3M)

 The full approval process typically takes **2–3 months**.



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STEP-BY-STEP PROCESS (CONTINUED)

5. Loan Finalization & Funding

Once approved:

- Loan documents and **ACH payment authorization** will be sent via DocuSign.
- Churches may request funds as needed.
- Allow **at least 10 days** after requesting funds for processing.

 *Loans remain active for 12 months after approval. If no funds are drawn within that time, the loan becomes inactive and must be reapplied for.*

LOAN TERMS TO KNOW

- Repair or renovation loans: **Up to 15 years.**
- Property purchase or new construction loans: **Up to 18 years.**
- First-time church building purchases may qualify for a **Conference subsidy**: 5% of purchase/construction cost, max **\$50,000** (not for vacant land; requires ADCOM approval).

QUICK REQUIREMENTS CHECKLIST

- Contact Property Development Department
- SURF Loan Application completed and signed
- Church Board Meeting Minutes
- Church Business Meeting minutes (if required)
- Three contractor quotes included (if applicable)
- Bank statements (past 2 years + current year-to-date)
- Financial summaries from Jewel (past 2 years + current YTD)
- Pastor, Treasurer, and Clerk email addresses provided
- All documents submitted to PDD for review

 **For questions, please contact us at:**

propertydevelopment@floridaconference.com
407-644-5000 ext 2160



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