



General Consultation Request Form

- WHAT:** In cooperation with a congregation, a General Consultation identifies, outlines and interprets congregational needs and potential next steps to meet those needs. It provides a time schedule for recommended activities and profiles the financial capacity of the congregation. An initial General Consultation is a prerequisite to other Disciples Church Extension Fund services and is provided without cost to the congregation.
- WHO:** Participants are representative leaders of the church and a staff representative from Disciples Church Extension Fund.
- WHEN:** The first consultation should be scheduled:
- As soon as the official board has recognized that a service and/or loan may be needed; and
 - Prior to the creation of the necessary organization. Generally, several consultations occur during a capital project.
- HOW:** To arrange a General Consultation:
- The official board takes formal action inviting Disciples Church Extension Fund to send a representative for consultation;
 - The officers of the board fill out the "Request for General Consultation" form and forward to Disciples Church Extension Fund;
 - Disciples Church Extension Fund schedules the consultation and advises the congregation of the date. Visits normally take place within 90 days after the request is received.

Disciples Church Extension Fund

1099 N. Meridian St. 7th Floor
Indianapolis, IN 46204

317.635.6500
800.274.1883
en espanol 866.534.1949
Fax: 317.635.6534

email: info@disciplescef.org
Web site: www.disciplescef.org



General Consultation Request Form

Church Name

With city & state

Date**Contact Information**

For person arranging meeting

The request for a consultation should be made as an official action taken by the church's governing leadership body.

Please download and complete this form, and mail, fax or email it back to Disciples Church Extension Fund, using the contact information on the first page.

How can Disciples Church Extension Fund assist your congregation?

You will be contacted by Disciples Church Extension Fund to schedule a service or to request more information.

Financial Information (Last Full Year)**Income:**

Total Operating Income of Last Full Year

Expense:

Total Operating Expense of Last Full Year

Is church incorporated?	Yes	No
Would You Like to Receive Investment Information from Disciples Church Extension Fund?	Yes	No
Has the church completed a capital fundraising campaign before?	Yes	No

Membership Information (Current):**Average Worship Attendance:****Participating Membership:****Giving Units to Church:**

Number of People/Groups who give to a church regularly-pledged or unpledged.

Congregational History:

Year church was established

Year building constructed

If Capital Fund Raising Campaign Completed Before:

Year of last campaign

Did you work with a Disciples Church Extension Fund advisor? Yes No

What was the project for?