



## Relocation Service

**WHAT:** The Relocation Service seeks to assist congregations who have made a firm decision to relocate, usually following an assessment program like "New Beginnings." This service actually uses several different services, some of which are provided by Hope Partnership; and some of which will be provided by a member of the Disciples Church Extension Fund staff. The overall plan will be explained during an initial consultation; a session which is provided at no cost to the congregation. The fees for the remaining portions of the service can be discussed and negotiated during the initial consultation.

**WHO:** Participants in the initial consultation are representative leaders of the congregation and a member of the Disciples Church Extension Fund staff. It is anticipated that a Relocation Team will be appointed to lead the remaining steps of the relocation process.

**WHEN:** The first consultation should be scheduled:

- As soon as the official board and congregation have voted to relocate
- Prior to, or immediately after, a Relocation Team has been appointed to oversee the process. The earlier in the process this consultation is scheduled, the more helpful the service will be.

**HOW:** To request the Relocation Service:

- The official board takes formal action to request the service from Disciples Church Extension Fund.
- An official representative of the board completes the Service Request Form and sends it to Disciples Church Extension Fund.
- A Building and Capital Services Advisor will be assigned and that individual will contact the congregation to schedule the initial meeting. Visits normally occur within 90 days after the request is received.

### Disciples Church Extension Fund

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Mail to: P.O. Box 7030, Indianapolis, Indiana 46207

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800.274.1883; en español 866.534.1949  
Fax: 317.635.6534

e-mail: [info@disciplescef.org](mailto:info@disciplescef.org)  
Web site: [www.disciplescef.org](http://www.disciplescef.org)



## Relocation Service Request Form

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**Church Name:**

*With city and state*

**Date:**

**Contact Information:**

*For person arranging meeting  
Please include name, phone, email  
and mailing address.*

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Because this service assumes the congregation has made a firm decision to relocate, please provide the following approval information.

**Date of Board approval for relocating:**

**Number of Board members present:**

**Approval margin: (what percent of the board voted to relocate?)**

**Date of Congregational approval for relocating:**

**Number of Congregational members present:**

**Approval margin:**

Please describe (briefly) the reasons leading to the congregation's decision to relocate.

**Did your congregation participate in a New Beginnings assessment? Y or N**

**Membership Information (Last three years)**

<b>Year</b>	<b>Participating Membership</b>	<b>Average Weekly Worship Attendance</b>	<b>Average Sunday School Attendance</b>	<b>Number of Pledges to Church Budget</b>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**Congregational History:**

*The congregation:* When organized? \_\_\_\_\_ Is church incorporated? \_\_\_\_\_

Size of church lot? \_\_\_\_\_ What is Property Value? \$ \_\_\_\_\_

When were building(s) constructed? \_\_\_\_\_ Other land owned? \_\_\_\_\_

Who holds title to property? \_\_\_\_\_

**Financial Information (Last three years)**

<b>Year 1</b>	<b>Income:</b>	<b>Expense:</b>
<b>Year 2</b>	<b>Income:</b>	<b>Expense:</b>
<b>Current year:</b>	<b>Income:</b>	<b>Expense:</b>