



# The Episcopal Diocese of Olympia

The Episcopal Church in Western Washington

[www.ecww.org](http://www.ecww.org)

## Clergy Check List Regarding Church Property

### Mission Congregations

All mission property is in the name of Diocese of Olympia, Inc.

- Is another non – profit organization wanting to use the church facilities for an extended period of time? – If yes, need to complete a standard Joint Use Agreement (see attached), have the agreement reviewed by the Chancellor and approved by the Treasurer of the Diocese.
- Are you planning for the American Red Cross to use your church facilities as an emergency shelter? – If yes, need to complete the American Red Cross Agreement, have the agreement reviewed by the Chancellor and approved by the Treasurer of the Diocese.
- Are you planning to build or remodel your church facility including landscape or rectory? – If yes, need to have a copy of the proposed plans be reviewed by the Commission on Church Architecture for their council and advice.
- Are you going to need a loan to operate the Mission, or to purchase land, accomplish building or remodel project? – If yes, the loan (whether from a parishioner, financial institution or the Diocese) or financing plan needs to be approved by the Board of Directors. For a loan from a parishioner or financial institution, the loan also needs to be approved by the Standing Committee and the Bishop of the Diocese.
- Are you going to grant an easement to another entity? – If yes, need to have the proposed easement reviewed by the Board of Directors

Representative for Property and approved by the Chancellor, Standing Committee and the Bishop of the Diocese.

- Are you going to sell a piece of the church property? – If yes, the sale of the property needs to be reviewed by the Board of Directors Representative and approved by the Chancellor, Standing Committee and the Bishop of the Diocese.

## Parish Congregations

All parish property is in the name of the Parish

- Is another non – profit organization wanting to use the church facilities for an extended period of time? – If yes, need to complete a standard Joint Use Agreement (see attached), have the agreement reviewed by the parish Chancellor and approved by the Rector, as President of the corporation, unless vestry (or the bylaws of the parish) has authorized someone else (such as the Senior Warden) to approve the document.
- Are you for the American Red Cross to use your church facilities as an emergency shelter? – If yes, need to complete the American Red Cross Agreement, have the agreement reviewed by the parish Chancellor, and approved by the Rector (same as above).
- Are you planning to build or remodel your church facility including landscaping or rectory? – If yes, need to have a copy of the proposed plans be reviewed by the Commission on Church Architecture for their counsel and advice.
- Are you going to need a loan to operate the Parish, or to purchase land, accomplish building or remodel project? – If yes, the loan, if it is from the Diocese and the financing plan needs to be approved by the Board of Directors. A loan from a parishioner, financial institution or any one other than the Diocese needs to be approved by the Standing Committee and the Bishop of the Diocese.
- Are you going to grant an easement to another entity? – If yes, need

to have the proposed easement reviewed by the Board of Directors Representative for Property and approved by the Chancellor, Standing Committee and Bishop of the Diocese

- Are you going to sell a piece of the parish property? – If yes, the sale of the property needs to be reviewed by the Board of Directors Representative and approved by the Chancellor, Standing Committee and the Bishop of the Diocese.