

DISPOSITION OF PROPERTY OF A CLOSED LOCAL CHURCH

A CHECKLIST FOR THE CABINET

The following is based upon the 2016 Book of Discipline Paragraph 2549 and the 2017 Susquehanna Conference Closed Church Policies. Abbreviation Key: DS; District Superintendent; SCCC; Susquehanna Conference Closed Church Policies.

CHURCH:

CHARGE:

DS:

ACTION	SOURCE	BY	DATE BEGUN	DATE COMPLETED
Initiate conversation about the potential closure.	SCCCP	DS, or Pastor, or Laity		
Collect and provide copies of deeds to all local church property to the conference chancellor. Obtain and consider an opinion of legal counsel as to the existence of any reversion, possibility of reverter, right of reacquisition, or similar restrictions for the benefit of any party.	¶2549.2(a)(2)	DS Chancellor		
Notify the cabinet, conference treasurer, and president of the conference board of trustees of potential recommendation for closure.	SCCCP	DS		
Meet with the congregation to assess its potential in consultation with the agency assigned the responsibility of the conference parish and community development or entertain a recommendation of closure from church leadership which shall be acted upon by the charge/church conference.	¶2549.2(a)(1) ¶213 ¶201-204	DS		
Instruct the local church to complete the closing church information report and provide a copy to the DS.	SCCCP	DS		
Instruct the local church to photograph interior and exterior of church, including furnishings and all items of value and provide a copy to the DS.	SCCCP	DS		
If there is a local church owned cemetery with no incorporated cemetery association, create one before the church closes and the property is transferred to the Annual Conference.	SCCCP	DS Local Church		
Meet with the local church trustees and church council to further discuss the inventory and potential use of real and personal property.	¶2549.1a ¶2540.3	DS		
Develop a plan for transfer of membership and use of real and personal property.	¶2549.2(a)(4) ¶229	DS		

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Recommendation to close the local church is presented to the bishop and the cabinet, using Form 1.	¶2549.2b	DS		
Recommendation to close the local church is presented to the district board of church location and building.	¶2549.2b	DS		
Recommendation to close the local church is presented to the charge/church conference.	SCCCP	DS		
Get the required signatures on the Chronicle of Closing a Local Church Form 2.	SCCCP	DS		
Arrange for a meeting of the closed church property manager, conference trustees representative with the local church pastor, trustees, custodian.	SCCCP	DS		
Recommendation is presented to the annual conference that the local church be declared a closed church.	¶2549.2c	DS		
Hold decommissioning and celebration of ministry service.	SCCCP	DS		
Receive from the local church an updated membership list with contact information.	SCCCP	DS		
Deliver financial records to the conference treasurer and historical records, deeds, membership books and other official legal papers, including the contents of the cornerstone, when applicable, to the conference archivist.	¶2549.4 SCCCP	DS		
Deliver all financial assets to the conference treasurer	SCCCP	DS		
Collect all keys/change locks.	SCCCP	DS, Property Manager		
Collect a copy of the current year's statistical reports as of closing and give to the conference statistician.	SCCCP	DS		
Meet with the pastor, local church leaders, closed church property manager, and a representative of the conference board of trustees to transfer control of the closed church property to the to the conference board of trustees.	SCCCP	DS		