

**DISPOSITION OF PROPERTY OF A CLOSED CHURCH
A CHECKLIST FOR THE TRUSTEES**

The following is based upon the 2016 Book of Discipline Paragraph 2549 and the 2017 Susquehanna Conference Closed Church Policies.

Abbreviation Key: SCCCCP – Susquehanna Conference Closed Church Policies

CHURCH:

CHARGE:

DS:

ACTION	SOURCE	BY	DATE BEGUN	DATE COMPLETED
Property Manager and Conference Trustee Representative Meet with Pastor, Local Church Trustees and Custodian Immediately after the local church votes to close.	SCCCCP	Property Manager and Conference Trustees Representative		
Take control of, examine and secure all real and personal property. Receive keys and change locks when deemed necessary.	¶2549 SCCCCP	Trustees and Property Manager		
Adopt a plan to regularly inspect the property.	SCCCCP	Trustees and Property Manager		
Remove all Christian and church insignia and symbols.	¶2549.2c	Trustees and Property Manager		
Review all endowment funds and gifts held in trust. Identify any restrictions on funds held in separate accounts.	¶2549.5	Trustees and Conference Treasurer		
Change post office mailing address to the conference office address if not previously done.	SCCCCP	Trustees		
Arrange for property maintenance, including continuity of utilities, lawn service, snow removal, etc.	SCCCCP	Trustees and Property Manager		
Pay expenses incurred with the care of closed church property	SCCCCP	Conference Treasurer		
Secure a Current Market Analysis and or an appraisal if appropriate.	SCCCCP	Trustees		
When appropriate, secure a Real Estate Agent and list the property	SCCCCP	Trustees		
Accept or reject offers	SCCCCP	Trustees		
Dissolve the religious corporation, when applicable.	SCCCCP	Chancellor		
Distribute the net proceeds.	¶2549.2b, ¶2549.3 ¶2549.7 SCCCCP	Trustees and Conference Treasurer		