

**SOUTHWESTERN OHIO DISTRICT
CHURCH OF THE NAZARENE**

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**STEPS IN SUBMITTING MATERIAL
TO THE
DISTRICT BOARD OF CHURCH PROPERTIES**

1. The pastor should consult with the district superintendent in the formative stages of any project. The district superintendent will be interested in knowing the details of the proposed project and the financial condition of the local church and its ability to undertake any financial obligations. He will be interested in knowing if the church can pay its world-wide ministry obligations in full.
2. If a building is to be built the church board should elect a building committee to act in this capacity to handle all facets regarding a building and make recommendations to the church board. The church board should consider the recommendation and approval or disapproval of the project.
3. Any planned project should be submitted to the District Board of Church Properties for advice and approval. This Board may give written approval or disapproval. If the project is approved, the district superintendent will give his approval of the project in writing.
4. The pastor, following approval of the District Board of Church Properties and the favorable vote of the church board, shall call a special church meeting for the vote of the membership of the congregation on the proposed proposition. (See appropriate *Manual* paragraphs for special restrictions).
5. Only after approval of the church board, the District Board of Church Properties, the district superintendent, and the membership vote at the special church meeting, are the pastor and church board secretary authorized to sign contracts, mortgages, and necessary legal documents to proceed.
6. Any questions regarding this procedure should be directed to the district superintendent.