Gather information on congregational properties and consider missional needs of today against property held

Complete MFMF-A form and send to Property Services and Presbytery

PART note and approve MFMF-A, and allocate Property Service resources to the proposal

More detailed examination and discussion with Congregation led by Property Services

Agreement on approach around divestment of property surplus to mission

MFMF-B Form prepared by Property Services

Approval of MFMF-B form by:
- Congregation
- Presbytery
- PART/ P&O

Property Services manage sale (or possibly some development activity followed by sale)

Property Sold and sales proceeds received

Net Sales proceeds invested by U Ethical and Congregation and Wider Church advised of the amounts invested.

Income distributed 6 monthly in January and July (There may be a distribution also in October depending on Franking Credit refund timing)

Mission changes, as do our needs and capabilities – both human and financial. What worked or was needed yesterday might not be so essential or appropriate today.

This form simply starts a process of examination. There is no commitment to any outcome - just a desire to understand more, supported by your Presbytery.

If there is no agreement on an approach or a congregation decides not to do anything – it all stops here - no costs, no commitments.

The MFMF-B form has all relevant information – what is being done, the estimated returns, sharing based on estimated price etc.

If all parties approve the approach at this time as set out in the MFMF-B a commitment is made.

Sometimes, if there is value to be added, and risks are justified, activity will take place before sale e.g. a planning permit. This activity and the costs would be set out in the approved MFMF-B form. Costs are funded by Property Services and recovered from sales proceeds.

Congregation receive regular income from invested funds that can be used flexibly. Wider Church receive regular income to support the mission activities as set out in the MFMF Program Information Booklet.

See Sheet 1 – MFMF A Process
See Sheet 2 – MFMF B Process
See Sheet 3 – Pre-Sale Value Add
See Sheet 4 – Sale Activity process
Do we have real property that is surplus to mission? 

Yes → Might we be prepared to let go of real property to assist our missional sustainability and that of the wider church? 

Yes → Do we want to know more? 

No → Stop. 

No → Honestly consider the burden that comes with real property - maintenance, cost, regulations, compliance etc. What relief (human and financial) might come from fewer property demands? 

Yes → Stop. 

Yes → Yes → Stop. 

Complete MFMF-A Form 

Send the completed MFMF-A form to your Presbytery for review 

Send the completed MFMF-A form to Property Services 

If Pres. supported, Property Services prepare submission to PART for Noting 

PART Consideration of the MFMF-A and if supportive, Noting of the desire to evaluate more closely, and allocation of PS resources. 

1. PART resolution notified to Congregation 

2. Property Services make contact with Congregation to commence MFMF-B analysis 

Presbytery may be invited into or otherwise be involved in the conversation. 

As long as it takes to do this in your congregation 

5 to 10 min. 

2-5 weeks from receipt of MFMF-A depending on Pres. response and PART meeting cycle.
Sheet 2 - MFMF-B Form - the one that commits and cements actions

- Site details – size, zoning etc
- Special trust existence
- Local planning scheme
- Heritage standing
- Market conditions and development activity
- Existing commitments on the site – leases, licenses
- Congregational needs and directions

PART Approved MFMF-A form triggers Property Services allocation of a PM or DM to the congregation

Gathering of site information

Pathway/Options generation and cost/risk/benefit analysis

Discussion on options with Congregation and agreement upon preferred approach

Simple Sale recommended

Value add activity recommended

Property Services prepare MFMF-B form with calculator, agent recommendation and proposed resolutions

Congregation review MFMF-B form and obtain Congregation’s CC approval

Send approved MFMF-B to Presbytery

Send Approved MFMF-B Form to Property Services

Property Services prepare PART documentation and present to next PART (P&O if >$5m) meeting

PART Approval
1. PART resolution notified to Congregation
2. Property Services commence sale process

See Property Sale Process Sheet 4

See Value Add Process Sheet 3

Presbytery endorsement

Presbytery not supportive

As long as it takes to do this in your congregation – also reflecting site complexity – typically 2-4 weeks

A few days after decision on the pathway

2-4 weeks depending on CC cycles

2-3 weeks depending on PART/Pres cycles

1-3 weeks from receipt of MFMF-A depending on Pres. response and PART meeting cycle.

Congregation activity

Shared Property Services and Congregation Activity

Property Services Activity
From MFMF-B Sheet 2 Process
Congregation, Presbytery and Property Services pre-work identifies the opportunity for pre-sale value-add to a property no longer required for mission.

Value add activity recommended

Identification of potential project and establishment of feasibility assuming parameters

Establishment of project team – e.g. architect, surveyor, town planner as required.

Preparation and lodgment of town planning application or subdivision

Planning Approval

Further evaluation of "build out" or sell with Permit at time of Planning Approval

(Assume for this flowchart) "Sale with Permit"

Return to MFMF-B Sheet 2 Process

**Congregation activity**

**Shared Property Services and Congregation Activity**

**Property Services Activity**
PART Approved Property Sale

Agree fees per schedule and Contract Preparation

Vendors Statement Preparation

Preparation and execution of Power of Attorney (for auctions)

S27 Deposit release during settlement period if > 30 days

Settlement (Settlement Statement including adjustments, disbursements and final Legal Fee provided to MRU Financial Services)

Property Sold

Contract of Sale exchanged

Legal, Property Services and accounting adjustments applied to gross sales proceeds

Legal fee provided to MRU Financial Services

Final Investment proportions calculated and advised to MRU Finance Team and U Ethical, Investment made

MRU Financial Services provide authority to U Ethical and release required funds

Investment in Equities and Cash Investment products in amounts and proportions instructed for Responsible Body and Wider Church

Investment Certificates issued by U Ethical and returned to MRU Financial Services

Records established for Congregation and Wider Church shares and distribution information

Sending of investment certificates to Congregations and Wider Church

Certificates received by Congregation/Other Responsible Body

Agency agreement preparation and signing by Trusts Officer

Coordination and execution of any agreed pre-sale works etc

Management of sale process Reporting to Congregation