



## Money for Mission Fund - Nomination Form

## MFMF-A

This form is used to nominate a property for sale (or other PSP/IOMF funds), in consultation with Presbytery, where the sale proceeds would be invested in the Money for Mission Fund (MFMF). Please call Property Services for more information on (03) 9116 1956 or contact your Presbytery. Form is to be either printed & handwritten OR completed electronically using ONLY Adobe software, available free at <https://acrobat.adobe.com/au/en/acrobat/pdf-reader.html>

### PART A: completed by Responsible Body

#### RESPONSIBLE BODY & INCLUSION IN MFMF

##### 1. RESPONSIBLE BODY

|  |    |        |    |
|--|----|--------|----|
| Responsible Body Name  |    |        |    |
| Contact Person   |    |        |    |
| Position   |    |        |    |
| Email  |    |        |    |
| Phone  | Ph | Mobile |    |
| Address (Postal)   |    |        |    |
| Presbytery has been involved in discernment upon the proposed sale?  |    |        | No |
| Does Presbytery see the need for <b>detailed discernment being required</b> around this decision? (This will lead to a "Pre-App" consultation with Congregation, Property Services and Presbytery – refer to process Flowchart in this document's further information section) |    |        | No |
| Presbytery Discernment Partner   |    |        |    |

##### 2. MFMF INCLUSION

|  |                       |  |
|--|-----------------------|--|
| Please advise the proposed inclusion in the Money for Mission Fund |                       |  |
| Property for sale  | Proceed to Question 3 |  |
| Existing IOMF  | Proceed to Question 4 |  |
| Unallocated PSP  | Proceed to Question 5 |  |

##### 3. PROPERTY DETAILS

|   |  |    |
|---|--|----|
| Name of property (if applicable)  |  |    |
| Type of Property (eg manse)   |  |    |
| Description of property   |  |    |
| Full Street Address   |  |    |
| Please <b>ATTACH</b> a copy of the Property Title (Property Services can assist Ph: (03) 9116 1956) |  |    |
| Is the property tenanted or are there any current license agreements in place?                      |  | No |
| If yes, <b>ATTACH:</b>  |  |    |
| 1. a copy of the current lease or license agreement   |  |    |
| 2. a copy of past financial year annual rental statement from the leasing agent                     |  |    |

##### 4. EXISTING IOMF

|                            |  |
|----------------------------|--|
| IOMF Number/Account number |  |
|----------------------------|--|

##### 5. PROPERTY SALE PROCEEDS

|                                  |  |
|----------------------------------|--|
| Type of proceeds to be allocated | New proceeds (not yet allocated for a project)       |
|                                  | Proceeds previously allocated to an approved project |
| Address of sold property         |  |
| Net amount available (if known)  |  |

##### 6. SUBMISSION:

Submit MFMF-A to your Presbytery with a copy to Property Services: [property@victas.uca.org.au](mailto:property@victas.uca.org.au)



## Nomination Endorsement ( Note that Approval is requested at the MFMF Part B stage)

| Responsible Body (Church Council Representatives) |           | Presbytery/ Authorising Body |           |
|---|-----------|------------------------------|-----------|
| Signed*:  | Signed*:  | Signed*:                     | Signed*:  |
| Date:   | Date:     | Date:                        | Date:     |
| Name:   | Name:     | Name:                        | Name:     |
| Position:   | Position: | Position:                    | Position: |

\*Type name or print, sign and scan. Insertion of electronic signature will lock form from future edits

## WHAT HAPPENS NEXT?

If you are looking to sell a property, Property Services will be in touch with you to gather more information in order to complete the process around giving you formal details around the proposed sale, and completing the actual approval of a property sale and the subsequent investment of the sales proceeds.

There are two pathways by which a request to consider sale of a property and investment of sales proceeds in the MFMF might progress. In "simple" cases, while initial discernment of the idea and approach with Presbytery is necessary, if it is agreed with Presbytery that there are no complex or strategic matters that need a more detailed discussion and approach, then things can be dealt with quite rapidly. In more delicate, complex or sensitive situations a process that allows for more detailed discernment and decisions may need to be undertaken. This would be more akin to the Property for Mission Workbook process. Congregation, Presbytery and Property Services would converse and agree upon the "right" approach following receipt of the **MFMF-A** form.

A broad process flowchart is outlined overleaf that caters for the simple and more detailed pathways.

When MFMF-PART A form is received, Property Services will, as well as initially confirming the appropriate discernment approach around the decision to sell with Presbytery, advise and recommend upon:

- development potential for the site where applicable e.g. a planning approval for development
- matters that need to be completed prior to sale (e.g. subdivision of a residential property from a larger parcel)
- works that might be considered pre-sale, and cost estimates where they are seen to be value adding
- estimated costs, benefit and timeframe of any "value add" activity
- assessment of funding pathways for any works or planning activity necessary

The matters and actions above will be led by Property Services and undertaken in a collaborative manner with representatives of the Responsible Body – the idea being to quickly determine the manner of approach to each specific property. The objective is to consider and agree how to best maximise sale value and return to all in a balanced manner, considering time, cost, benefits and resources available.

Once this is completed **MFMF-B** of the Money for Mission Fund form will be sent to your Church Council for approval, and Church Council and Presbytery signatures are to be recorded for properties for which a congregation is the Responsible Body (congregational properties). Relevant approvals from other forms of Responsible Body entity will be required as appropriate.

If the property being sold is a residential rental property PART B will include:

- the Current Net Rental Return Calculation (as this needs to be part of the formal approval process to provide an underwritten level of return)
- an estimate and breakdown of any costs of sale
- details on how the sales proceeds would be invested
- apportionment of Responsible Body and Wider Church Units at the expected sales price
- estimated returns from investment in the MFMF and Responsible Body/Wider Church Unit holdings at the recommended sale reserve price

If the property being sold is not a residential rental property **MFMF-B** will include

- calculated returns to the Responsible Body at the expected sale price
- the recommended sale reserve price
- an estimate and breakdown of any costs of sale
- apportionment of Responsible Body and Wider Church Units at the expected sales price
- estimated Responsible Body returns from investment in the MFMF

Once this is completed **PART B** of the Money for Mission Fund form will be sent to your Church Council and your Presbytery for approval.

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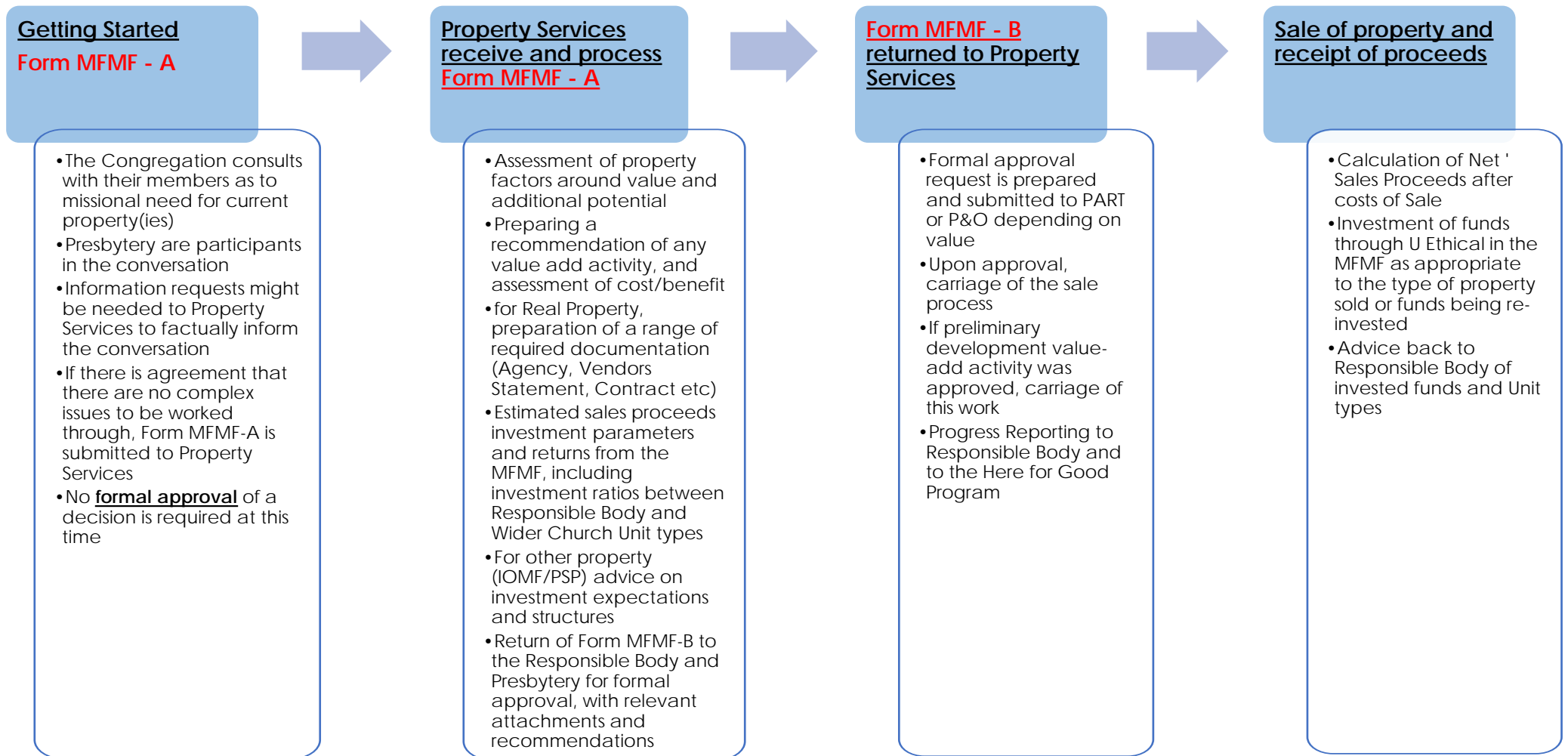
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## "Low-Doc" Process Pathway for simple decisions not requiring additional Discernment between Presbytery and Congregation

Applies when there is Presbytery and Congregational agreement:

- that the property to be sold does not require or create the need for detailed discernment upon the sale decision, or a have reliance upon other congregational factors to be effected (e.g. amalgamation, agency vacation etc).
- on a reinvestment of an existing IOMF, existing pre- or post-sharing Sales proceeds



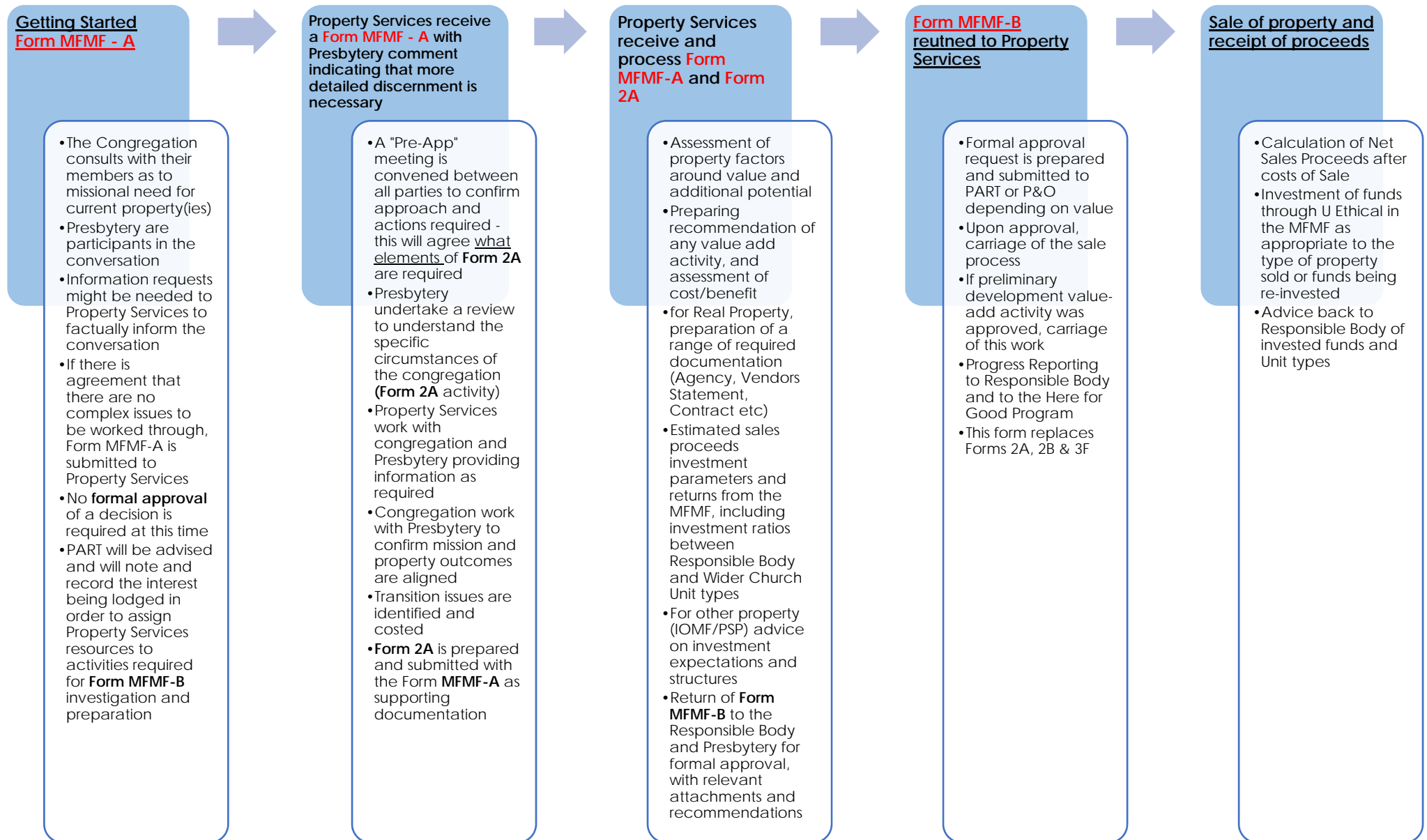
### **“More Detailed Discernment Required” Process Pathway (Flowchart Overleaf):**

This approach applies when there is probable or known complexity presented in the “idea” of releasing property. This might be due to:

- a) the need or desire to reset or reposition mission for a congregation or group of congregations in order to properly consider missional use(s) of property
- b) a need for amalgamation to be discussed and effected to assist in the release of property
- c) time and budget considerations for activation or development of property capability prior to release of current property
- d) other forms of transition that must be completed in order to allow the vacation or release of property
- e) a desire to both undertake mission motivated development but also to invest balance funds in the MFMF Program

The essential difference when compared to the “Low-Doc” process is that there is a far more detailed discernment activity around mission and the suitability of existing and future property to serve mission closely aligned with the Property for Mission Workbook. This involves Presbytery undertaking discernment with the congregation aligned with the Form 2A Presbytery Discernment approach; and if development is proposed, a Form 2B Business Case with consideration of feasibility and congregational sustainability factors. To the extent necessary, existing Forms may be used for 2A and 2B and consultation with Property Services in tandem is essential as the decisions to be arrived at by Congregation with Presbytery will require feedback on the ultimate investment with the MFMF, which will be reflected in a Form **MFMF-B** that will contain the MFMF specific parameters that need to be advised to U Ethical when establishing the end investment.

## Additional Form 2A Discernment required – Process flowchart



Terms Glossary

|                         |  |             |                        |
|-------------------------|--|-------------|------------------------|
| <b>IOMF</b>             | Interest Only Mission Fund   | <b>MFMF</b> | Money for Mission Fund |
| <b>PART</b>             | Property Applications Review Team, which is a designated sub-committee of the Property and Operations Committee and holds a specific delegated authority | <b>PSP</b>  | Property Sale Proceeds |
| <b>Responsible Body</b> | as defined in UCA Regulations  |             |                        |
|                         |  |             |                        |