

SALE, PURCHASE OR RENOVATION OF PARISH PROPERTY

Sale or Disposition of Property

No parish may sell, give or otherwise dispose of real property without the express consent of the Bishop and the Diocesan Synod (see [The Anglican Church Act, 2003](#) s7(5)). The same limitation applies in cases where a parish desires to mortgage, grant right of way, or otherwise encumber its real property holdings.

Approval of the Bishop and the Synod for such real property transactions may be obtained by application to the Property Sub-Committee, which acts in an advisory capacity to the Bishop of Fredericton. Approval must be obtained prior to finalizing the transaction.

There are two types of sale request the Property Committee will most often receive: a request to sell at a price agreed, or a request to list a property for sale on the market. While the transactions differ slightly the procedure and documentation are essentially the same.

To request sale approval, the parish must submit an application for approval in writing, following the format outlined in [A-3 Appendix A Application For Sale Approval](#).

Requests for lease, right of way, or mortgage approval must also be in writing, following similar guidelines, but will of course involve different documentation.

The Parish is advised to inform their local Archdeacon before making any application to the Property Committee.

New Construction, Purchase, or Renovation

In addition to its activities around the sale or lease of property, the Property Committee also has responsibility for approval of plans for new construction, purchases, or renovation projects undertaken at the parish level.

Parishes are requested to involve the Property Committee from the outset in their planning regarding changes to their facilities, certainly and at least prior to the acceptance or approval of these plans at the parish level. It is important the Committee be consulted so that it may have an objective input at the conceptual level, before any expenditure is made for architectural drawings or any commitment made to purchase.

The Committee reviews all plans on behalf of the Bishop, in order that he can be kept aware of such plans and offer his approval. The review is from two perspectives:

First, is the review from an aesthetic and design standpoint, which will depend largely on the degree of professional input in the drafting of final plans. This

review will center on accessibility, space, building specifications, adherence to rectory standards (if applicable) and the like.

Second, is a review from a financial perspective, which is a determination of whether the project is financially viable and within the resources of the Parish and the People. The Parish is to provide a detailed financial plan including cost estimates, funds on hand, anticipated financial support from parishioners and other sources, and debt financing. Cash flow projections are needed in terms the period of construction, and in terms of any longer term financing.

Any applications for approval should be submitted to the Property Committee via the Synod Office:

The Diocesan Synod of Fredericton
Attention: Property Committee
115 Church Street
Fredericton NB E3B 4C8

In the event the Parish is planning to purchase an existing facility i.e. rectory, then the floor plan must be reviewed by the Property Committee and the property is to be inspected by the territorial Archdeacon to ensure that it complies with diocesan rectory standards (see [Regulation 7-3 Housing Standards and Moving](#)).

The Parish is to inform the territorial Archdeacon before making any application to the Property Committee.

Adopted
September 2003