



DIOCESE OF SOUTHEAST FLORIDA

DIOCESAN MORTGAGE FREEZE APPLICATION

APPLICATION CHECKLIST

Note: This application applies ONLY to churches that have a mortgage with the diocese

Please submit all of the following documentation to the Archdeacon for Congregational Ministry:

- Monthly Mortgage Payment to the Diocese: \$_____
- Diocesan mortgages and assessments payments are current as of the last day of the month prior to the month in which the application is submitted.
- Clergy Personal Ministry Plan.
- Parish Ministry Plan: Vision, Mission, and Strategic Plan
- Key Point: Purpose, goals, outcome measurements, implementation timeline, staffing, and significance of the ministry or ministries to be funded by the monies from the “Nehemiah Mortgage Freeze”.
- Detailed Budget as to how the “Nehemiah Mortgage Freeze” funds will be used.
- Parish’s Financials:
 - (a) Prior Year End Balance Sheet & Profit & Loss Statement
 - (b) Current YTD Balance Sheet and Profit & Loss Statement
- Parish’s Current Year’s Budget – including year-to-date variance from the budget.

- The “Nehemiah Mortgage Freeze” initiative will commence as soon as the application is approved by the Nehemiah Process Steering Committee and the Property and Loan Committee. It will terminate 24 months after inception.
- During this time, the mortgage will be “frozen.” That is, the principal and interest are frozen for 24 months, which means that the principal and interest will remain the same, but payments are deferred until the mortgage resumes on the first day of the 25th month after inception.
- All funds normally utilized to pay the diocesan mortgage MUST be used on fund ministry initiatives.
- A quarterly progress report (including fund usage) will be sent to the Archdeacon for Congregational Development.
- The parish must remain current in paying its diocesan Assessment during the period of the Mortgage Freeze.

Submitted by:

Parish: _____

Date: _____

Rector: _____

Sr. Warden: _____

Approved:

Date: _____

Archdeacon of Congregational Ministry: _____