

**The Henrietta M. King Memorial Fund  
of Mission Presbytery  
Loan Application**

The **Henrietta M. King Memorial Fund** (HMKMF) is a capital fund of Mission Presbytery to be used to provide loans to qualified churches for capital improvements to church-owned facilities to include new construction, renovation, major equipment replacement, or major repairs. Oversight of the Fund and loan program is provided by the Trustees of an elected Administrative Commission of Mission Presbytery.

Completed loan applications along with required attachments should be sent to:

**Mission Presbytery  
7201 Broadway, Suite #303  
San Antonio, TX 78209  
Phone: (210) 826-3296  
Toll Free: (800) 683-9999  
FAX: (210) 826-0917**

**General Information:**

Normally, it takes about 60 days for a loan to be approved and the funds dispersed. If the loan is needed for emergency purposes, describe the emergency and the date the funds are required:

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Name of Church: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_

State and Zip: \_\_\_\_\_

Church Telephone Nr: \_\_\_\_\_

Church Fax Nr: \_\_\_\_\_

Church PIN Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Telephone Nr: \_\_\_\_\_

**Loan Request Information:**

Amount of funds requested (maximum is \$75,000): \_\_\_\_\_

Time for repayment (maximum is 10 years): \_\_\_\_\_

Describe the proposed use of the funds requested (attach additional sheets if more space is needed): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What is the total cost of the project? \_\_\_\_\_

How much of this is currently on hand? \_\_\_\_\_

If the cost of the project exceeds the total of funds on hand plus the loan, where will the remainder of the funds be obtained? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe the bidding process for the project (normally three bids would be expected). Explain any exceptional circumstances: \_\_\_\_\_  
\_\_\_\_\_

What other sources of funds have been explored prior to this application to HMKMF? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Why were these other sources rejected? \_\_\_\_\_  
\_\_\_\_\_

What other loans are currently outstanding in your church? For each loan give (1) starting date, and duration of the load; (2) current balance due; (3) loan holder; (4) original amount; and (5) whether the loan is in arrears: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Other Information:**

Briefly describe how your church has supported the mission and programs of Mission Presbytery both financially and otherwise: \_\_\_\_\_

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**Signature of Church Official**

**Position of Church Official**

**Date**

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**Printed Name**

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**Attach to this application:**

1. Financial report (to include revenues and expenses) for the prior year and for the current year
2. A list of all liquid (current) assets and liabilities to include bank accounts, savings accounts, investments, credit card payables, other payables (short term), etc.
3. Annual budget for the prior year and for the current year.
4. Session Annual Statistical Report
5. Any other information you believe will help the Fund Trustees expedite the review and approval process.

**Other Information about HMKMF loans:**

1. The Henrietta M. King Memorial Fund is primarily for capital improvement loans and major equipment loans and not for new church development.
2. Loans can be made to local churches for capital improvements to church-owned facilities. Prime consideration will be given to churches that cannot borrow elsewhere or do not have money in reserve.
3. Loans made by the Fund will be at the San Antonio prime interest rate on January 2, in the year the loan is made less 2%. The interest rate established at the time the loan is granted will remain in effect for the duration of the loan.
4. When a loan application is received at the Presbytery Office, a member of the Fund Administrative Board of Trustees will be assigned to the loan application and will act as liaison between the applicant and the Fund Trustees.
5. Loans will be approved by Administrative Board of Trustees and reported to the following regular meeting of Presbytery.
6. The borrower will sign a note for the amount of funds borrowed at the time the funds are disbursed.