



## APPLICATION CHECK LIST CONSTRUCTION

Enclosed Items to be Returned:	Comments:
Completed Loan Application	
Completed Resolution	
Completed Property Inventory Sheet with Appraisal or Current Tax Valuation	
Completed Elders Information Form	
Completed Loan Contact Form	
Signed Statement of Faith	
Signed Service Guidelines	
<b>Items Provided by Assembly:</b>	
Brief Historical Sketch of Assembly	
Profit & Loss Statement and Balance Sheet for last 3 years, and end of all quarters of current year	
Current Bank Statements for year-end of last 3 years, and end of all quarters of current year	
Copy of original loan application and note (containing terms and conditions) for any outstanding loans with lenders <b>other than</b> Stewards Foundation	
Secretary of State's Certificate	
Articles of Incorporation	
Bylaws	
Signed Construction Contract <b>or</b> Firm Bid from General Contractor for work that substantiates loan amount	
Firm Bids for costs outside the Construction Contract scope of work, like furnishings, equipment, etc.	
Contingency Funds – amount estimated for unforeseen project costs and / or cost overruns	
Full size copy of plans, specifications and addenda	



# LOAN APPLICATION CONSTRUCTION

Assembly Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Year Assembly Established: \_\_\_\_\_ Incorporated:  Yes  No Year Incorporated: \_\_\_\_\_

### APPLICANT CONTACT INFORMATION:

(This person must be available to communicate by email with Stewards Foundation throughout loan process)

_____	_____	_____
<i>Name</i>	<i>Street</i>	<i>Phone (cell)</i>
_____	_____	_____
<i>City, State, Zip</i>	<i>Email</i>	<i>Phone (home)</i>

### PROJECT INFORMATION:

Project Description: \_\_\_\_\_

(Please attach documentation to support this request in the form of contractor's bids, estimates, invoices, etc.)

### LOAN CALCULATION:

A. Total Project Cost: \_\_\_\_\_ \$ \_\_\_\_\_  
(Land / New Construction / Addition / Renovation, Furnishings, Systems)

B. Assembly's Contribution:

1. Upfront Costs \_\_\_\_\_ \$ \_\_\_\_\_  
(Architectural / Engineering Fees, Permit Fees, Impact Fees)

2. Cash \_\_\_\_\_ + \$ \_\_\_\_\_  
(Building Fund)

C. Total Assembly Contribution: \_\_\_\_\_ = \$ \_\_\_\_\_  
(Line B1 + Line B2 - Must be a minimum of 20% of Line A)

D. Preliminary Loan Amount: \_\_\_\_\_ \$ \_\_\_\_\_  
(Line A - Line C)

E. Contingency Funds: \_\_\_\_\_ + \$ \_\_\_\_\_  
(If needed, 10% - 15% of Line A)

F. Total Requested Loan Amount \_\_\_\_\_ = \$ \_\_\_\_\_  
(Line D + Line E - Insert this amount on Resolution)

Requested Funding Date: \_\_\_\_\_

### ASSEMBLY INFORMATION:

Have you borrowed funds from Stewards Foundation before?  Yes  No

Does your assembly have a current Loan with Stewards Foundation?  Yes  No

Attendance:	Adults at Lord' Supper	Adults in fellowship
One Year Ago	_____	_____
Current	_____	_____

# RESOLUTION

For

\_\_\_\_\_

*assembly*

I, \_\_\_\_\_, Secretary of \_\_\_\_\_,

*name*

*assembly*

organized and existing under the laws of \_\_\_\_\_, do hereby certify that I am

*state*

the keeper of the records of the Assembly and that at a duly called meeting held

at \_\_\_\_\_, on \_\_\_\_\_, 20\_\_\_\_, at which a quorum was present, the

*time*

*date*

following resolution was adopted, and that said resolution has not been rescinded or modified in any respect whatsoever:

“RESOLVED, that the Assembly is organized and operates in accordance with the Stewards Foundation Service Guidelines and Statement of Faith, and the officers of the Assembly are empowered to borrow from Stewards Foundation the sum of:

\_\_\_\_\_ DOLLARS (\$ \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ .00).

*written amount*

The officers are hereby authorized to execute the necessary legal documents as shall be requested by Stewards Foundation to secure said indebtedness.

\_\_\_\_\_, is authorized to represent the Assembly with respect to this

*name*

loan application and his signature shall bind the Assembly.

It is understood that any funds not used in the ongoing ministry of the Assembly will be used to prepay said loan.

WITNESS MY HAND, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Secretary

Assembly's Elders:

*Signature*

*Printed Name*

\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_



## PROPERTY INVENTORY SHEET

Assembly Name: \_\_\_\_\_ Date: \_\_\_\_\_

Please list all owned real properties (land, buildings) below:

Property Address (Please attach legal description if available)	Original Cost	Current Appraised Value	Appraisal Date (Please attach if available)
1. _____ _____	_____	_____	_____
2. _____ _____	_____	_____	_____
3. _____ _____	_____	_____	_____
4. _____ _____	_____	_____	_____
5. _____ _____	_____	_____	_____



## ELDER'S INFORMATION FORM

Assembly Name: \_\_\_\_\_ Date: \_\_\_\_\_

1. \_\_\_\_\_  
Name Street Phone (cell)

\_\_\_\_\_  
City, State, Zip Phone (work)

\_\_\_\_\_  
Email Phone (home)

2. \_\_\_\_\_  
Name Street Phone (cell)

\_\_\_\_\_  
City, State, Zip Phone (work)

\_\_\_\_\_  
Email Phone (home)

3. \_\_\_\_\_  
Name Street Phone (cell)

\_\_\_\_\_  
City, State, Zip Phone (work)

\_\_\_\_\_  
Email Phone (home)

4. \_\_\_\_\_  
Name Street Phone (cell)

\_\_\_\_\_  
City, State, Zip Phone (work)

\_\_\_\_\_  
Email Phone (home)

5. \_\_\_\_\_  
Name Street Phone (cell)

\_\_\_\_\_  
City, State, Zip Phone (work)

\_\_\_\_\_  
Email Phone (home)

6. \_\_\_\_\_  
Name Street Phone (cell)

\_\_\_\_\_  
City, State, Zip Phone (work)

\_\_\_\_\_  
Email Phone (home)



## LOAN CONTACT INFORMATION FORM

Assembly Name: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Loan Contact Name:** \_\_\_\_\_

**Contact Mailing Address:** \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_ @ \_\_\_\_\_

Preferred Phone No: \_\_\_\_\_ Secondary Phone No: \_\_\_\_\_

Would you prefer that your monthly statements be  mailed **or**  emailed?

Others authorized to receive monthly statements (email only):

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_ @ \_\_\_\_\_

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_ @ \_\_\_\_\_

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_ @ \_\_\_\_\_

**Please print legibly so we can get statements to the correct mailing or email address**

Return completed Loan Contact Information Form

By Mail: Stewards Foundation

1420 W. Mockingbird Lane, Suite 410

Dallas, Texas 75247-4932

Email: [nancy@stewardsfoundation.org](mailto:nancy@stewardsfoundation.org)

Fax: 972-726-6589

## STEWARDS FOUNDATION STATEMENT OF FAITH

1. The Bible is inspired by God, inerrant in the original documents, and the final authority in all matters of faith and practice.
2. There is one God, eternally existent in three Persons: Father, Son and Holy Spirit.
3. The Lord Jesus Christ is fully God and fully man, born of a virgin, sinlessly perfect. His sacrifice on the cross is substitutionary and representative. He arose bodily from the dead and ascended to His Father's right hand, where He now ministers as our Great High Priest. He will come to rapture His Church and return to reign on the earth.
4. Every member of the human race is fallen, sinful and lost, making the regenerating work of the Holy Spirit essential for the salvation of man. Redemption is entirely through the blood of Christ, and salvation is by grace through faith in the Lord Jesus Christ.
5. At salvation, the Holy Spirit indwells the believer, who is sealed until the day of redemption, empowering the believer to live a godly life.
6. There will be a resurrection of the saved and of the lost; of the saved unto eternal life, and of the lost unto eternal and conscious judgment.
7. The Church began with the descent of the Holy Spirit at Pentecost, and is composed of all true believers in the Lord Jesus Christ. These believers are united to Him and to one another by the indwelling Holy Spirit making the Church, as a whole, a living organism, known as the Body of Christ.
8. Christ, our risen Head, is the giver of gifts, such as evangelists, shepherds and teachers, who are responsible to Him for their service. They are given, "for the perfecting of the saints, unto the work of the ministry, unto the edifying of the Body of Christ."
9. There are two Christian ordinances: baptism and the Lord's Supper. Baptism by immersion identifies the believer with Christ in His death, burial and resurrection so that the believer should walk in newness of life. The Lord's Supper is a memorial feast, instituted by the Lord Himself, exclusively for His own. In the observance of this Supper, believers, functioning as worshiping priests before God, remember the Lord Jesus Christ and proclaim His death until He comes.
10. Every true child of God possesses eternal life and, being justified, sanctified and sealed with the Holy Spirit, is safe and secure for all eternity. However, a Christian can, through sin, lose fellowship, joy, power, testimony and reward, thereby incurring the Father's chastening. Relationship is eternal, being established by the new birth; fellowship, however, is dependent upon obedience.
11. The personal return of the Lord Jesus Christ to translate His Church is imminent, an event that concludes this present age of grace. This will be followed by the outpouring of God's wrath on the earth, known as the Tribulation. After this, Christ's Millennial Kingdom will be established, and the "glory of the Lord will cover the earth as the water covers the sea." At the conclusion of His Millennial reign, Christ will deliver the Kingdom to God the Father, that the Triune God may be all in all.

We, the elders of: \_\_\_\_\_  
*Assembly Name* *City* *State*

affirm that our assembly is in agreement with the above Statement of Faith:

*Elder's signatures:*

*Printed names:*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## STEWARDS FOUNDATION SERVICE GUIDELINES

These Service Guidelines, which are Biblically based, describe some important characteristics of assemblies that qualify them for the services of Stewards Foundation. Obviously, no statement on paper can fully describe what distinguishes a scriptural assembly. However, we believe that these guidelines reflect the principles upon which Stewards Foundation was established, and describe what has been historically believed and practiced by those assemblies gathered unto the name of the Lord Jesus Christ alone.

Each assembly should be conducted and operated in accordance with New Testament principles of gathering, including, but not limited to the following:

1. Recognizing and giving opportunity for the functioning of the priesthood of all believers with no clergy / laity distinction.

The assembly recognizes and gives opportunity for the development and the exercise of the spiritual gift of every believer (*1 Cor. 12:7; Eph. 4:12*). The assembly does not have a one-man ministry, in substance or in name, by relegating to one man all, or nearly all, of the preaching and teaching responsibilities, thereby introducing an unscriptural clerical class threatening the practical recognition of the Headship of Christ. (*Eph. 4:15, 16*)

2. Being committed to the principle of a plurality of leadership, demonstrated by a group of male elders with equal authority, who lead as shepherds under the Headship of Christ. (*1 Tim. 3:1 – 7; Titus 1:5 -9; Heb. 13:17*)
3. Being independent of any controlling organization or other affiliation, it is autonomous in its government, and in fellowship with other assemblies. (*1 Cor. 1:2*)
4. Remembering the Lord in a weekly observation of the Lord's Supper, normally on Sunday.

This is to be the central meeting of the assembly (*Acts 2:42*), where those in fellowship are present. The Lord's Supper is not a meeting simply added onto another service, but a time fully devoted to the remembrance of the Lord Jesus Christ (*1 Cor. 11:23-25*). Male believers in the fellowship are encouraged to participate audibly, while female believers in fellowship are to take part silently, all under the direction of the Holy Spirit alone.

***“Therefore my beloved brethren, be ye steadfast, unmovable, always abounding in the work of the Lord, forasmuch as ye know that your labor is not in vain, in the Lord.” (1 Cor. 15:58)***

We, the elders of: \_\_\_\_\_  
Assembly Name City State

affirm that our assembly is in agreement with the above Service Guidelines:

*Elder's signatures:*

*Printed names:*

_____	_____
_____	_____
_____	_____
_____	_____

Compliance with these Service Guidelines is required to maintain non-profit foundation membership and benefits from Stewards Foundation. For any assembly that moves away from these Guidelines, loans will become due and payable, and alternative financing is to be procured from another source.