



WELS Church Extension Fund

Wisconsin Evangelical Lutheran Synod

Overview for a renewal of a current WELS CEF loan

- 1. Loan application-** Contact Brian Roser, Loan Servicing Manager, for a loan application and to set up a SharePoint folder for you to submit the required documents. brian.rosier@wels.net or (414) 256-3273
- 2. Financial Information-** required financial documents:
 - Profit and loss statements- the prior 3 full year's and the current year to date statements.
 - Balance sheet- current balance sheet
 - Note that the above financial statements are needed for the church, school, pre-school or any other organization on the church premises or operating as a ministry arm of the congregation, either on-site or in a separate location whose income and expenses are not detailed/shown in the congregation's financial statements
- 3. Ministry Plans-** please submit a cover letter summary of the congregation's present ministry plans and outlook.
- 4. Acknowledgment Letter-** request this from your District Mission Board for a mission congregation or your District President if you are a self-supporting congregation. Let them know you are looking for this letter for your CEF loan renewal and then they will draft a short letter for you to submit to us.
- 5. Congregational documents:**
 - **Constitution and By-laws and Articles of Incorporation** - if any changes since the last renewal
 - **Borrower's resolution form-** see [Loan Applications page](#). This is a writable PDF form
 - **Officer Authorization form-** see [Loan Applications page](#). This is a writable PDF form
- 6. Property valuation-** if available, please supply us with your most current tax assessment
- 7. Property insurance-** declaration page that shows the current coverage and policy period if any recent changes to the policy.
- 8. Notification-** WELS CEF staff will notify your church leaders a few months prior to the maturity date of the current loan to remind you of the renewal process and advise you of the dates for when the required documents will need to be sent to us.