



The Episcopal Diocese Of Western New York

Ministry Plan for the Sale of Real Property

Episcopal Diocese of Western New York

Congregation: [Parish Name]

Date: [Insert Date]

I. Introduction & Discernment Summary

Provide a narrative overview of the congregation's discernment process.

- Brief history of the property under consideration
- Summary of the congregation's current ministry context
- Description of the discernment process (vestry conversations, parish meetings, consultation with diocesan leadership, etc.)
- Key reasons the congregation is considering the sale

Prompt: How has this decision emerged from prayer, reflection, and communal discernment rather than urgency alone?

II. Current Ministry Context

Describe the life of the congregation as it exists today.

- Average Sunday attendance and trends
- Demographics and community context
- Current ministries (worship, outreach, formation, partnerships)
- Financial overview (operating budget, major pressures, sustainability)

Prompt: What is God currently doing in and through this congregation?

III. The Property in Question

Provide detailed information about the property.

- Address and description
- Current use(s)
- Condition of the property (including major maintenance needs)

- Historical or consecrated status
- Any restrictions (legal, donor, historical designation, etc.)

Attach:

- Recent inspection reports (if available)
- Appraisal (within 6 months)

IV. Rationale for Sale

Clearly articulate why selling the property is being proposed.

- Missional rationale (not just financial necessity)
- How the property currently supports or limits ministry
- Financial realities (cost of maintenance, deferred repairs, etc.)
- Consideration of alternatives explored (leasing, redevelopment, shared use, etc.)

Prompt: Why is selling this property the faithful next step rather than simply the easiest one?

V. Vision for Ministry After the Sale

This is the heart of the plan.

Describe how the congregation's ministry will be strengthened, refocused, or expanded.

- Core mission and identity moving forward
- Ministries that will be sustained or expanded
- New opportunities the sale will unlock
- How the congregation will remain rooted in its community

Prompt: What becomes more possible for the Gospel because of this sale?

VI. Use of Proceeds

Provide a clear and accountable plan.

- Estimated net proceeds from the sale
- Proposed allocation of funds (with percentages if possible), such as:
 - Capital improvements to remaining property
 - Endowment or investment (e.g., Diocesan Investment Trust)
 - New ministry initiatives
 - Debt reduction (if applicable)
- Statement acknowledging diocesan requirements for restricted use

Prompt: How will these funds serve long-term mission rather than short-term stabilization?

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VII. Canonical & Legal Compliance

Confirm understanding of required processes.

- Vestry resolution (attach copy; note vote count)
- Confirmation of arm's length transaction intent
- Appraisal completed within required timeframe
- Status of consecration (and plan for deconsecration if needed)
- Acknowledgment of need for:
 - Bishop's consent
 - Standing Committee approval
 - Civil court approval (if applicable, e.g., NY Supreme Court)

VIII. Consultation & Communication Plan

Describe how the congregation and stakeholders are being engaged.

- Parish meetings and communication strategy
- Engagement with neighbors/community partners
- Diocesan consultation (bishop, staff, Standing Committee liaison)

Prompt: How are you ensuring transparency, trust, and pastoral care throughout this process?

IX. Timeline

Provide a projected timeline.

- Vestry resolution date
- Submission to Standing Committee
- Anticipated listing date
- Expected timeline for sale
- Post-sale implementation milestones

X. Risks & Mitigation

Name the challenges honestly.

- Potential risks (financial, pastoral, missional)
- Plans to address them

Prompt: What could go wrong, and how will you respond faithfully?

XI. Certification & Signatures

We certify that this Ministry Plan has been approved by the Vestry of [Parish Name] and reflects our prayerful discernment and commitment to the mission of the Church.

Rector/Priest-in-Charge: _____

Senior Warden: _____

Junior Warden: _____

Date: _____

Required Attachments Checklist

- Vestry Resolution (with vote count)
- Certified Appraisal (within 6 months)
- Financial statements (recent)
- Property inspection report (if available)
- Any relevant legal or historical documentation

Closing Note

You are invited congregations to end the plan by completing this brief theological reflection:

“We undertake this action not simply as a transaction, but as an act of faithful stewardship, trusting that God is calling us to new life, deeper mission, and renewed participation in Christ’s work in the world. We believe....”