

## General Consultation Request Form

- WHAT:** In cooperation with a congregation, a General Consultation identifies, outlines and interprets congregational needs and potential next steps to meet those needs. It provides a time schedule for recommended activities and profiles the financial capacity of the congregation. An initial General Consultation is a prerequisite to other Church Extension services and is provided without cost to the congregation.
- WHO:** Participants are representative leaders of the church and a staff representative from Church Extension.
- WHEN:** The first consultation should be scheduled:
- As soon as the official board has recognized that a service and/or loan may be needed; and
  - Prior to the creation of the necessary organization. Generally, several consultations occur during a capital project.
- HOW:** To arrange a General Consultation:
- The official board takes formal action inviting Church Extension to send a representative for consultation;
  - The officers of the board fill out the “Request for General Consultation” form and forward to Church Extension;
  - Church Extension schedules the consultation and advises the congregation of the date. Visits normally take place within 90 days after the request is received.

### **Church Extension**

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Indianapolis, IN 46204

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en espanol 866.534.1949

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# General Consultation Request Form

**Church Name**

*With city & state*

**Date**

**Contact Information**

*For person arranging meeting  
Include name, phone, email  
and mailing address*

*The request for a consultation should be made as an official action taken by the church's governing leadership body.*

**How can Church Extension assist your congregation?**

*Include any information about your finances, ministry and physical facility as it relates to your inquiry. You will be contacted by Church Extension to schedule a service or to request more information.*

**Financial Information (Last Full Year)**

**Income:**  **Expense:**

*Total operating income & expense of last full year*

**How Can We Help?**

- |  |  |
|--|--|
| <input type="checkbox"/> Ministry Planning | <input type="checkbox"/> Building Planning     |
| <input type="checkbox"/> Fundraising       | <input type="checkbox"/> Relocation Assistance |
| <input type="checkbox"/> Loan Services     | <input type="checkbox"/> Church Redevelopment  |
| <input type="checkbox"/> New Beginnings    | <input type="checkbox"/> Demographic Info      |

Is church incorporated?  Yes  No

Would you like to receive investment information?  Yes  No

Has the church completed a capital fundraising campaign before?  Yes  No

**Membership Information (Current):**

**Average Worship Attendance:**

**Participating Membership:**

**Giving Units to Church:**

*Number of Households/Groups who give to a church regularly-pledged or unpledged.*

**Congregational History:**

Year church established

Year building constructed

If capital fundraising campaign completed before:

Year of last campaign

Did you work with a CE Consultant?  Yes  No

What was the project for?