



# Diocese of Southern Ohio

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The Rt. Rev. Thomas E. Breidenthal, D. Phil., Bishop

May 7, 2012

To: Rectors, Senior Wardens

Re: Property records

Dear Friends,

As you may know, the Church Foundation board plays an important role in the life of the diocese. Some of your facilities may have been the beneficiaries of a grant or loan from the foundation for emergency repairs and maintenance. The board also oversees diocesan property, including stewardship and disposition of properties when a parish ceases to function.

The difficult economy has increased demands on the board and its resources. So that they might be better stewards, the board of the Church Foundation is requesting from each congregation various real estate documents. These will help the foundation quickly review funding requests or carry out its duties expeditiously if the church no longer functions. It is also helpful for the foundation to have a more complete, diocesan-wide picture of parish holdings in land and buildings.

I would appreciate it if you can supply copies of these documents to David Robinson, the finance officer of the diocese. The deadline is to collect all of the documents by June 30.

These documents include:

- Deed(s) to church property.
- Any leases applicable to those properties.
- Any mortgages applicable to those properties, including the promissory note secured by the mortgage.
- Geographic Information System (GIS) maps of the property, where available, or a recent survey, if available.
- Copies of the latest real estate tax information, if appropriate.
- Emergency contact information related to each building, including information for the sexton, the insurance agent, utilities serving the property, and governmental emergency contacts.

The Church Foundation requests this information when it receives grant or loan submissions. Having the information already on file will facilitate that process, making the work of the Church Foundation more effective and efficient.



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While I realize this request might require extra time and work, those efforts will be appreciated by the entire diocese as we move toward fulfilling our diocesan strategic plan, particularly as it relates to the stewardship of our resources.

If you have any questions, please don't hesitate to contact David Robinson at 800.582.1712. Thank you.

Yours in Christ,

A handwritten signature in black ink, appearing to read "Thomas E. Breidenthal". The signature is fluid and cursive, with a large initial "T" and "B".

(The Rt. Rev.) Thomas E. Breidenthal, D. Phil.