



## I. MISSISSIPPI-ONLY QUITCLAIM DEED

*(Cash Sale – Church Property)*

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### QUITCLAIM DEED (Mississippi – Church Property)

**Prepared By:**

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Name / Title

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Address

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THIS QUITCLAIM DEED is made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between:

**GRANTOR:**

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a religious corporation / unincorporated religious association  
organized under the laws of the State of Mississippi,  
with principal address at:

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and

**GRANTEE:**

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with address at:

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## CONSIDERATION

FOR AND IN CONSIDERATION of \$\_\_\_\_\_ (cash), receipt of which is hereby acknowledged, Grantor does hereby **remise, release, and quitclaim** unto Grantee all right, title, and interest Grantor may have in the property described below.

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## PROPERTY DESCRIPTION

Real property situated in the County of \_\_\_\_\_,  
State of Mississippi, described as follows:

*(Insert full legal description from prior recorded deed. Attach as Exhibit "A" if necessary.)*

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## NO WARRANTIES

This conveyance is made **WITHOUT WARRANTY OF TITLE**, express or implied. Grantor conveys **only such interest as it may have**, if any.

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## AUTHORITY

Grantor affirms that this conveyance has been duly authorized by:

- The Church Conference
- The Quarterly Conference
- The Annual Conference of the African Methodist Episcopal Church
- The Conference Board of Trustees (as applicable)

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## EXECUTION

### GRANTOR (Church):

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By: \_\_\_\_\_  
Name / Title

By: \_\_\_\_\_  
Name / Title

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**NOTARY ACKNOWLEDGMENT**

*(Mississippi Form)*

STATE OF MISSISSIPPI  
COUNTY OF \_\_\_\_\_

Personally appeared before me, this \_\_\_\_\_ day of \_\_\_\_\_, **20**, the above-named  
\_\_\_\_\_, who acknowledged execution of the foregoing instrument.

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Notary Public

My Commission Expires: \_\_\_\_\_

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**RECORDING**

To be recorded with the **Chancery Clerk** of the county where the property is located.

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## II. LOUISIANA-ONLY QUITCLAIM DEED

(Cash Sale – Church Property)

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### QUITCLAIM DEED (Louisiana – Church Property)

BE IT KNOWN, that on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

**APPEARED:**

**GRANTOR:**

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a religious corporation / unincorporated religious association  
organized under Louisiana law,  
domiciled at:

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who declared that for and in consideration of \$\_\_\_\_\_ (**cash**), the receipt and sufficiency  
of which is acknowledged, Grantor does hereby **quitclaim, transfer, and convey** unto:

**GRANTEE:**

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domiciled at:

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#### PROPERTY DESCRIPTION

That certain property located in the Parish of \_\_\_\_\_,  
State of Louisiana, described as:

*(Insert full civil-law legal description. Attach as Exhibit "A" if necessary.)*

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#### NO WARRANTIES

This conveyance is made **without warranty**, whether express or implied, including warranty of title,  
possession, or freedom from encumbrances.

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## AUTHORITY

Grantor affirms that this act has been authorized in accordance with:

- Church Conference action
- Quarterly Conference action
- Annual Conference approval
- Conference Trustee approval

pursuant to the Doctrine and Discipline of the African Methodist Episcopal Church.

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## EXECUTION

Thus done and signed on the date first written above.

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Authorized Church Representative

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Authorized Church Representative

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## NOTARY & WITNESSES

*(Louisiana requires witnesses)*

STATE OF LOUISIANA  
PARISH OF \_\_\_\_\_

Signed in my presence and that of the undersigned witnesses.

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Notary Public

Witness: \_\_\_\_\_  
Witness: \_\_\_\_\_

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## RECORDING

To be recorded with the **Clerk of Court** for the parish where the property is located.

### III. AME CHURCH REQUIREMENTS FOR SELLING LOCAL CHURCH PROPERTY

*(Policy-Ready Outline)*

#### A. Foundational Principle

All local church property is held **in trust for the African Methodist Episcopal Church**. Local congregations **do not possess unilateral authority** to sell, transfer, or encumber real property.

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#### B. Required Approvals (IN ORDER)

1. **Steward Board Review**
  - Financial rationale
  - Ministry impact
  - Debt status
2. **Trustee Board Action**
  - Verification of title
  - Condition of property
  - Recommendation to proceed
3. **Church Conference Vote**
  - Proper notice given
  - Majority vote recorded
  - Minutes preserved
4. **Quarterly Conference Approval**
  - Presiding Elder presiding
  - Action recorded in Quarterly Conference minutes
5. **Annual Conference Authorization**
  - Sale request formally presented
  - Bishop presiding
  - Recorded in Conference Journal
6. **Conference Board of Trustees Approval**
  - Ensures denominational compliance
  - Confirms trust-clause protection
  - Authorizes execution of deed

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#### C. Additional Requirements

- Clear title review
- Settlement of known liens
- Proper accounting of proceeds
- Reporting in Quarterly & Annual Conference reports
- Deposit of funds into official church account

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#### **D. Prohibited Actions**

- Selling property without Annual Conference approval
- Executing deeds without trustee authority
- Depositing proceeds into personal accounts
- Private agreements bypassing church governance

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## IV. RESOLUTION TEMPLATE

### Local Church → Annual Conference Trustees (Request to Sell Property)

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#### RESOLUTION REQUESTING AUTHORIZATION TO SELL CHURCH PROPERTY

WHEREAS, \_\_\_\_\_ African Methodist Episcopal Church, located at \_\_\_\_\_, owns certain real property described below; and

WHEREAS, the local church has prayerfully and responsibly determined that continued ownership of said property is no longer in the best interest of the ministry; and

WHEREAS, the Steward Board and Trustee Board have reviewed the matter and recommend the sale of the property; and

WHEREAS, a Church Conference was duly called and held on \_\_\_\_\_, with proper notice, and the members voted to request authorization to sell the property; and

WHEREAS, the Quarterly Conference of said church approved this request on \_\_\_\_\_;

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#### NOW, THEREFORE, BE IT RESOLVED:

1. That the local church respectfully requests authorization from the **Annual Conference and the Conference Board of Trustees** to sell the following property:

*(Insert full legal description or attach as Exhibit A)*

2. That the proposed method of sale is:

- Cash Sale
- Quitclaim Deed
- Other: \_\_\_\_\_

3. That proceeds from the sale shall be deposited into the official church account and used in accordance with denominational requirements and approved ministry purposes.

4. That upon approval, designated officers of the church are authorized to execute all necessary documents under the supervision of the Conference Trustees.

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#### CERTIFICATION

Adopted by Church Conference on \_\_\_\_\_.

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Pastor

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Chair, Board of Trustees

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Recording Steward

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