

REAL ESTATE MATTERS

REAL ESTATE DEPARTMENT OF THE APOSTOLIC ASSEMBLY | WWW.AAREALESTATE.ORG

A STEP
FORWARD
TOWARDS
A BRIGHTER
FUTURE



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OF THE APOSTOLIC ASSEMBLY

HEBREWS 13:16 (ESV) – “DO NOT NEGLECT TO DO GOOD AND TO SHARE WHAT YOU HAVE, FOR SUCH SACRIFICES ARE PLEASING TO GOD.”

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The Real Estate Department & Real Estate Matters Magazine is managed under the guidance of the General Secretary, Bishop Joseph V. Rodríguez.

A STEP FORWARD TOWARDS A BRIGHTER FUTURE



By Rev. Gabriel Gonzalez
Real Estate Administrator

In the summer of 2016, I decided to return to college and pursue my education in Business Administration. I had tried college before, taken several classes, and enrolled in a two different majors, which I did not complete. This time was going to be different. I made two promises: one to the Lord and one to my beautiful wife. I told the Lord, "I promise that I will pursue this education to completion and that I will use the skills I acquire to for your Kingdom." I told my wife, "I promise to actually complete my education this time and I will not back out." Thus, I did as I promised - over the next four years I devoted myself to my academic studies and I began to learn the ins and outs of business administration and organizational leadership.

In 2020, right before the COVID-19 pandemic shook the world, I had been working for a global logistics company for over three and half years. I had been promoted twice in that company and was on track to becoming a regional manager, when very suddenly and unexpectedly the company decided to downsize and release 75 employees; I was one of those released. Although I received a very generous severance package, I was told that there was no way to save my job. As a man of faith, I told the Lord, "Okay God, you know what happens next. I put my trust in You."

God knew exactly what would happen next. Within a week, I was offered a job to work in the **Real Estate Department** of the Apostolic Assembly and I have never looked back since! The most powerful part is that the hand of God was at work from the beginning, because three

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months later the remaining employees who survived the first downsize were released due to the COVID-19 pandemic. When I received my bachelor's degree in March of 2020, God reminded me of the promise I made to Him and showed me that I was now walking in that promise. Working for our beloved organization has been one of the greatest joys and honors of my life and professional career.

For the last 8 years, the Real Estate Department has been led by Pastor Tim Arroyo, under the direction of the Office of the General Secretary. In those 8 years, Pastor Arroyo did a marvelous job at organizing our very large real estate portfolio, while simultaneously implementing structure for the benefit of our organization and local churches. Pastor Arroyo's contribution to the Apostolic Assembly has been immense and our organization has thrived in the area of real estate because of his leadership. Over the last two and a half years, I was able to work alongside Pastor Arroyo and contribute to the Real Estate Department as the Real Estate Coordinator. Late in 2021, Pastor Arroyo resigned from the Corporate Offices to pursue full-time ministry with his local church. On January 1, 2022, I humbly accepted the role of the Real Estate Administrator and have continued to work with our organization and episcopal body on all real estate matters.

Where does that leave us? Seven months later, the Real Estate Department continues to work diligently to help our local churches and to pursue our vision for growth as a department. Over the past few months, we have grown by welcoming several new team members to our department. Collectively, our team has been working towards developing our vision by introducing innovative ideas to further improve the services that we provide.

WHAT IS THE VISION OF THE APOSTOLIC ASSEMBLY REAL ESTATE DEPARTMENT?

Our Vision is to provide quality service and education to our pastors by improving our methods, growing our resources, and simplifying our business processes.

If there is one thing that is certain, it is that the real estate is volatile – it is constantly evolving and changing. What does this mean? It means that local real estate markets constantly vary, the national economy changes almost daily, interest rates regularly fluctuate, laws are introduced or changed at the local, state, and/or national level; the list can go on. All of these factors affect real estate and affect how we operate as an organization. It affects purchasing, refinances, sales, new loans, and it also affects our processes and procedures. Additionally, because the Apostolic Assembly owns and leases

commercial properties in every state we must be aware of how all of these varying factors affect each local real estate market. When you begin to contemplate how complex the real estate world can be, it is easy to understand why there are so many obscurities around real estate in the Apostolic Assembly.

Over the last two and half years, I have become very aware that there are many challenges that our pastors and local churches may face when dealing with matters of real estate. We understand these challenges and we are empathetic to every church who we assist with real estate transactions. In many cases, a policy or procedure may seem tedious or excessive in nature, but the truth is that there are some practices that we are legally bound by and must follow for the protection of the organization and the local church. However, we recognize in other cases that there is a better way.

What do I mean by this - "a better way"? What I intend to convey is that the Apostolic Assembly Real Estate Department is committed to improving every aspect of the services that we provide and to building stronger relations between our department and our episcopal body. While analyzing our department as a whole, our team came to the following conclusions:

There is room for improvement of our processes and the service that we provide; there is also a great need for access to educational resources on matters of real estate for our churches.

Thus, the inception of our Vision Statement.

So, how will we accomplish this? While there are many aspects to consider in accomplishing our goals, we have outlined our vision for growth in Three Phases:

PHASE 1: STRUCTURE - Over the last 8 to 10 years, the General Board of Directors and the Real Estate Department have established a high level of structure for all real estate transactions of the Apostolic Assembly. This included the implementation of new policies and procedures, the release of the Real Estate Handbook - an educational document on real estate process and procedure, and the building of strong business relations with multiple lending institutions, including our own Apostolic Mutual. Under the direction of Pastor Arroyo, the Real Estate Department has assisted many churches with a variety of real estate transactions, including the reduction of overall principal balances through loan consolidation measures. This initial phase is now at completion.

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PHASE 2: EDUCATION - We currently find ourselves in this phase. We realize that there is a need for more understanding of real estate transactions and procedures. We realize that some of our processes and methods are not clear. We realize that the economy is changing and the commercial real estate market is volatile. Therefore, we are excited to present to you some new resources that are immediately available at your disposal:

- **Website** -

Visit our brand new Real Estate Website at www.aarealestate.org! Our website is a new online resource which serves as the central hub for all real estate matters of the Apostolic Assembly. Here you can meet our team, download forms, view instructional videos, request a consultation to begin a resolution, and so much more!

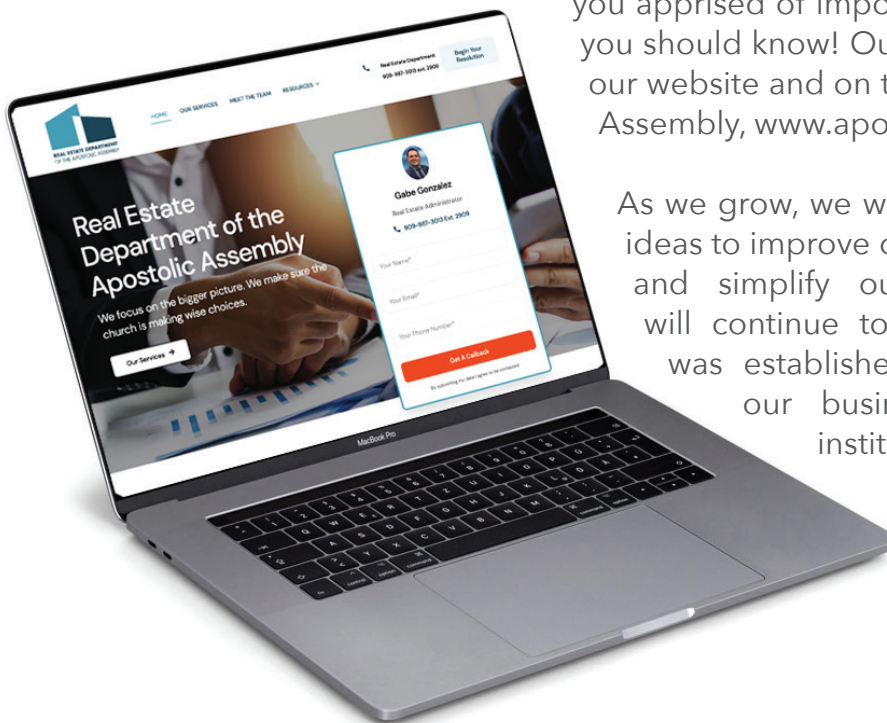
- **Social Media** -

Follow us on Instagram (**@apostolicassemblyrealestate**). Check out what is happening the Real Estate Department day to day. Get quick updates and information through our weekly posts! Instantly message a member of our team for a fast response!

- **Newsletter** -

If you've read this far, you're a true fan! Every quarter we will release an informational newsletter - Real Estate Matters - to keep you apprised of important real estate news and things you should know! Our publication will be available on our website and on the main website of the Apostolic Assembly, www.apostolicassembly.org.

As we grow, we will continue to explore innovative ideas to improve our methods, grow our resources, and simplify our processes. Additionally, we will continue to build upon the structure that was established in Phase 1, by focusing on our business relations with partnering institutions.



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PHASE 3: COLLABORATION - The final stage and the ultimate fulfillment of our vision for growth is the achievement of collaboration. Our team exists for the service of the church. The desire of our hearts is to help our beloved church organization and every local church who engages in real estate transactions. Although we work from our Corporate Office, we are more than the person on the other end of a phone call. We are brothers and sisters who would love the opportunity to meet you, to get to know you, to help you, and to work together with you to be a blessing to the Kingdom of God. We are always open to input and feedback from our pastors and we aim for engagement and collaboration with every interaction. Currently, we are working on a plan to create more opportunities for to face-to-face interactions and collaboration between our team and you!



This is our vision - our goal - to work together and take this step towards a brighter future for our department, our local churches, and ultimately our organization. As the Apostle Paul expressed his desire for growth in Philippians 3:12-14, he acknowledged that he was not perfect, and that he could only grow with God's help. In that same spirit, we are pressing towards this mark, desiring to grow, while acknowledging that we are not perfect and that only Christ can give us the knowledge and resources necessary to achieve this vision!

We are excited to embark on this journey of growth with you and to take the next step towards a brighter future!

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MEET THE TEAM



**GABRIEL GONZALEZ -
REAL ESTATE ADMINISTRATOR**

Gabriel has been with the Apostolic Assembly since January 2020 and has a strong background in business administration and organizational leadership. Gabriel and his wife, Marina, have four beautiful children and are actively engaged in ministry and leadership as a family, at their local church. Gabriel enjoys reading, writing, listening to podcasts, playing the piano, casual fellowship, and of course a competitive round of golf with friends!

The Real Estate Administrator reports to the General Secretary, and manages the department personnel and oversees all real estate transactions of the Apostolic Assembly. Additionally, the Administrator works diligently to build and foster stronger relationships with key organizations and lending institutions in order to provide better services and loan products to the Apostolic Assembly. Any general questions, or consultations on real estate transactions, can be directed to the Real Estate Administrator.

**DANIEL "DJ" JIMENEZ -
REAL ESTATE SPECIALIST**



DJ began working for the Apostolic Assembly in February 2022! DJ brings a wealth of experience with skillsets in business administration and business analysis, which makes him a tremendous asset to our team. DJ enjoys good food, listening to gospel music, weekend getaways with his wife, and hanging out with his friends!

The Real Estate Specialist reports to the Real Estate Administrator, and provides support to the department by performing specific functions, which require a specialized knowledge of the Apostolic Assembly policies and procedures. The Specialist uses their expertise and knowledge of the Apostolic Assembly Real Estate protocols to provide administrative and business support for the following specific real estate transactions:

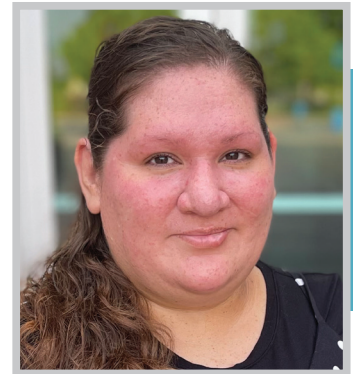
- Purchase Resolutions
- Sales Resolutions
- Refinance Resolutions
- New Construction Resolutions
- 2nd Mortgage/Cash Out Resolutions
- Mortgage Statements and Management
- Loan Compliance



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**ESMERALDA RODRIGUEZ -
REAL ESTATE BUSINESS COORDINATOR**

Esmeralda began working for the Apostolic Assembly in April 2022 and has quickly become a key player of the Real Estate Department. With a background in customer service and administrative work, along with a unique skillset for creativity, Esmeralda takes innovation to a completely new level! Esmeralda enjoys crafts and painting, going on outdoor adventures, exploring new places, and spending quality time with her family!

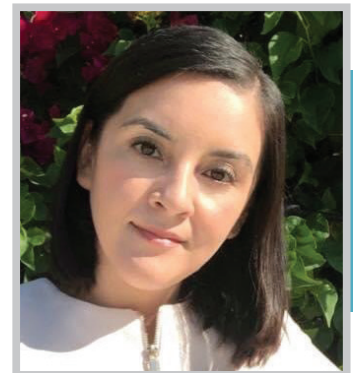


The Real Estate Business Coordinator reports to the Real Estate Administrator, and provides support to the department by acting as an interdepartmental liaison between the Real Estate Department, the episcopal bodies (local churches, pastors, districts, and representatives), the businesses (banks, cities, municipal authorities, and county offices), and the constituents the Apostolic Assembly serves. The Business Coordinator provides administrative and business support for a variety of Real Estate Transactions including:

- Property Taxes and Exemptions
- Property Management
- County and City Compliance/Violations
- Lease Resolutions and Renewals

**YVETTE CRISTOBAL -
REAL ESTATE BUSINESS COORDINATOR**

Yvette began working for the Apostolic Assembly in 2012! Yvette’s knowledge of real estate principles and practices along with her vested history in the department have made her an incredible resource to the team. Yvette works alongside other team members to help organize large department projects to help with training on real estate practices. Yvette enjoys spending time with her husband and children! Currently, Yvette is on a personal leave from the office.



**ISAAC RIOJAS -
REAL ESTATE ADMINISTRATIVE ASSISTANT**

Isaac, the newest member of our team, began working for the Apostolic Assembly in July 2022! Isaac brings both real estate and leadership experience from his professional career. One of Isaac’s lifelong dreams has been to work for the Apostolic Assembly and to be a blessing to God’s church! Isaac enjoys working out, pursuing his education, going to church activities, and spending time with his girlfriend.



The Real Estate Administrative Assistant provides administrative and clerical support to the Real Estate Department by assisting the Real Estate Administrator directly and also organizes the administrative needs of the Real Estate Department. If you would like to schedule an appointment with a member of the Real Estate Department, or need general assistance you can contact Isaac.

UNDERSTANDING THE LOAN APPROVAL PROCESS

Is Your Church Ready To Apply For A Loan?

STEP 1: LOAN CONSULTATION

Contact the Real Estate Department to request a consultation on borrowing capacity and eligibility.

STEP 2: LOAN APPLICATION

If eligible, submit your loan application with a Preferred Lender, recommended by the Real Estate Department.

STEP 3: LOAN PRE-APPROVAL

If the Lender is willing to accept the loan application, they will issue a Letter of Intent (LOI) to the Real Estate Department. This is considered a loan pre-approval.

STEP 4: LOCAL RESOLUTIONS

The Real Estate Department will provide the local church with the loan terms so the local church can begin the local resolution process. You must obtain a Local Member and Local Government Resolution.

STEP 5: DISTRICT RESOLUTION

Once both local resolutions, and all supporting documentation has been obtained, the church must present the resolutions to the District and receive a District Resolution for approval.

STEP 6: CORPORATE RESOLUTION

Once all resolution documentation has been received and reviewed by the Real Estate Department, the Real Estate Administrator will present the resolution to the General Board of Directors at the upcoming meeting.

STEP 7: OPEN ESCROW

If a Corporate Resolution is approved, the Real Estate Department will work with the Lender to open escrow and complete the loan process.

STEP 8: LOAN FUNDING & CLOSING

Once escrow has been complete and loan docs are signed, the loan funds and escrow closes, completing the loan process.

