

OPERATIONAL POLICY on SIGNING CONTRACTS

Adopted by Senior Minister Rev. Neal T. Anderson on May 3, 2023

Purpose: The purpose of this policy is for the Senior Minister to authorize staff and volunteer-staff to sign contracts on behalf of the church which obligates the church financially.

This is related to Board policy 3.4.10, “The Senior Minister will not commit the church to any contract outside of approved budget authority.” All staff and volunteer-staff responsible for signing contracts must ensure that there are adequate funds budgeted in advance for the purpose for which they are signing the contract.

A. Congregational Administrator

1. The Congregational Administrator is authorized to sign contracts for regular building maintenance such as for lawn mowing, snow removal, security, and carpet cleaning.
2. The Congregational Administrator is also authorized to sign contracts for office purposes such as a copier lease, database subscription, and so forth.
3. In addition, the Congregational Administrator is authorized to approve contracts for repairs by plumbers, electricians, HVAC, roofers, and so forth.

B. Director of Music and Worship Arts

1. The Director of Music and Worship Arts is authorized to sign contracts for the purchase, maintenance, and repair of equipment needed for worship.
2. The Director of Music and Worship Arts is authorized to sign contracts for instrument maintenance and repair.
3. The Director of Music and Worship Arts is authorized to sign contracts for items recommended by the Aesthetics team.
4. The Director of Music and Worship Arts is authorized to sign contracts for guest musicians and to commission musical compositions.

C. Director of Lifespan Faith Development

1. The Director of Lifespan Faith Development is authorized to sign contracts for childcare and teachers for classes.
2. The Director of Lifespan Faith Development is authorized to sign contracts for the purchase, maintenance, and repair of equipment needed for faith development.

D. Volunteer in charge of Major Repairs

1. The Volunteer in charge of Major Repairs is authorized to sign contracts for purchase, maintenance, and repairs by plumbers, electricians, HVAC, roofers, and so forth.