



St. David's Contract Management Policy

(As of January 2016)

Approved 03.22.2016

The term St. David's includes the Church, the School, the Chapel, the Cemetery, the Parents of the Preschool (POPS), the Altar Guild, the Capital Campaign and/or any other entity which might need to sign a contract. Contracts are defined as legal written instruments that obligate St. David's to payment(s) and which embody terms and conditions. In cases where the terms and conditions are onerous or not clearly understood, St. David's General Counsel will be consulted.

Contracts will be categorized into two groups: **Property and Programs.**

Property contracts are those which arise from the physical plant and campus of St. David's. Examples include electricity, gas, cleaning, burials, etc. Contracts in this category typically require specific monetary and non-monetary obligations by St. David's. These contracts shall be negotiated and approved by the Trustees within the dollar limitations of the approved annual budget. The General Manager shall keep copies of all these contracts. Contracts which exceed the funds budgeted for their purpose by more than ten percent will be presented to the Vestry before Trustee signature. Any Trustee can sign a property contract with the concurrence in advance of the other Trustees. In bona fide emergencies the Senior Trustee can sign a contract while informing the other Trustees within 24 hours.

Program contracts are those resulting from the performance of the approved ministries of St. David's. These include employment, musical talent, carnival equipment, travel, etc. They typically require specific monetary and non-monetary obligations by St. David's. These contracts shall be approved by one of the Wardens within the dollar limitations of the approved annual budget. Ministry Leaders are encouraged to negotiate with the appropriate vendor for the purpose of clarification of requirements and terms. However, each Ministry Leader must make clear to the vendor that any/all agreements between them and the vendor are subject to final approval by the GM and one of the Wardens. Any/all contracts that would obligate St. David's to an amount exceeding the balance of the associated budget line item must be approved by the Vestry prior to execution. The GM shall keep copies of all contracts.

Any contract executed on behalf of St. David's that is not executed in accordance with this policy, to include verbal contracts/agreements, will not be considered an obligation of St. David's. Rather, the contract shall become the personal obligation of the parishioner(s) who signed it and/or otherwise agreed to it.