

Church of the Redeemer

Signing Policy

In carrying out its business and affairs, the Church of the Redeemer (the "Church") is required to enter into various contracts and other documents of a "legal" or "official" nature (including banking documents) ("contracts"). These contracts can involve substantial commitments on the part of the Church. The Signing Policy establishes a process for the review and execution of contracts.

The goals of the Signing Policy are to promote prudent Church governance and risk management by establishing a protocol for the review, execution and retention of contracts and to ensure compliance with the Church By-laws.

Review of Contracts

1. Copies of all contracts (including amendments to existing contracts) should be provided to the Chairperson of the Board of Management (the "Chairperson") before they are finalized. Where appropriate the Chairperson should be involved in the negotiation of any contract.
2. The Chairperson will decide, in his or her discretion, whether a general review of the contract is appropriate, or whether a legal review is necessary. For normal course contracts, a general (non-legal) review by the Chairperson or a Church member who has expertise in the subject matter of the contract will normally be sufficient. Generally, contracts concerning special projects involving substantial monetary commitments should be reviewed by a lawyer with appropriate expertise.
3. Where certain types of contracts are regularly entered into on behalf of the Church, a standard form approved by the Chairperson may be used.

Execution of Contracts

1. Any banking document or contract may be executed by:
 - the Chairperson and the Treasurer;
 - the Chairperson and another member of the Board of Management (the "Board");
 - the Treasurer and another member of the Board; or
 - any one or two members of the Board of Management if specifically authorized by the Board.
2. Contracts (other than banking documents) of a non-material nature (value less than \$●) may be executed by a staff person or volunteer charged with responsibility for a particular matter, upon notification of the Chairperson or Treasurer and receipt of the Chairperson's or Treasurer's sign-off in writing. Where staff or volunteers regularly enter into a similar type of contract, the Chairperson may authorise the staff or volunteer to sign such contracts without obtaining his or her authorization for each separate contract.

Retention of Contracts

1. Copies of all contracts entered into on behalf of the Church (including amendments) should be kept in a binder, file or other easily accessible location.
2. A list of all contractual arrangements (including informal, unwritten contracts) should be maintained and regularly updated.

adopted by the Board of Management dd/mm/yy