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# CONTRACTS AND AGREEMENTS

## POLICY AND PROCEDURES

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### Newington Baptist Church Property Policy and Procedures

**Article 5 - Board of Directors Section 3-4:** To establish governing principles, policies, and determining practices for the Church, including the creation and/or approval and maintenance of policies and procedure manuals, which will contain all controlling policies and procedures governing any and all aspects of the Church's affairs, including, but not limited to, committee task descriptions and policies regarding the handling of funds, use of facilities, and employment policies and practices;

**Article 10 Section 1 Church Operation Manual:** The Policies and Procedures Manual of Newington Baptist Church will provide more specific and detailed information on how NBC will operate beyond what is covered in the Constitution and Bylaws. The purpose of the Policies and Procedures Manual is to define orderly functional processes, and to protect the Church from financial, criminal, civil, and reputational risks. This Manual should include policies for all Ministries that require particular attention to detail in their processes to reduce risk or increase accountability. The manual will be maintained by the Church Administrative Assistant on the church website and other cloud storage.

| Year: | B.O.D. Signature: | Date of Review: |
|-------|-------------------|-----------------|
| 2022  | Gerald German     | 2/22/2022       |
| 2023  | Stan Ward         | 3/9/2023        |
| 2024  | Gerald German     | 5/5/2024        |
| 2025  | Gerald German     | 7/9/2025        |

Policy and Procedures Established 2019  
NEWINGTON BAPTIST CHURCH  
6169 Main Street, Gloucester, Va. 23061

**ADDENDUM:** Please see the facility usage request forms for members or non-members that are maintained by the church secretary for building use request

## CONTRACTS

All contracts which are planned to be either on-going or else anticipated to exceed a total of \$500 within a period of one year, are to be reviewed by the church's "owner/user" (customer) of that contract's goods or services before a new contract is put in place. It is the duty of the "owner/user" to keep up with each contract for which they are the customer so on-going needs do not lapse.

It is the duty of the "owner/user" (customer) of each Newington contract to ensure that each of their contracts is included in the contracts list maintained by the Church Secretary.

If a contract is less than \$500, the "owner/user" may proceed by simply using an acceptable purchase order or work order with the contractor, as long as the contract is approved in advance by the Board of Directors, as cited below, and as long as the contract's funding is coordinated in advance with the Stewardship Committee, also as cited below.

It is understood and recognized that the need for some contracts will occur unplanned. These guidelines are still to be followed to the maximum extent possible given the urgency of the occurrence. The Board of Directors can approve urgent needs as they arise.

Each contract is to be coordinated with the Board of Directors by the "owner/user" not less than approximately one month before the new contract needs to be in place. The "owner/user" must also coordinate in advance with the Stewardship Committee to ensure that funding, from the proper source, will be available to fund the contract.

The Board, or its representative(s), will review the proposed new draft contract before it is completed or executed, to ensure that all contracts adequately protect Newington's interests, accurately define the goods or services to be provided, and are properly funded, planned, completed, and executed. It is the role of the "owner/user" to work with the Board of Directors, and the Stewardship Committee, in advance to ensure that this occurs for each contract. The Chairman of the Board of Directors, or his/her duly authorized representative, has the authority to sign new contracts on behalf of Newington Baptist Church.

SWW 03/09/2023