

Second Baptist Church of Ann Arbor
Contract Negotiation and Contract Review Information
Reverend Mark J. Lyons, Pastor

Purpose

Defines the requirements for contract negotiation and contract review

Scope

Applies to all contracts negotiated, contracts reviewed, and contracts approved on behalf of Second Baptist church of Ann Arbor, Michigan

Requirements

All contracts are to be submitted, reviewed, approved, and signed by the Chairman of the Trustee Board. In his absence, it is to be signed by the Assistant Chairman.

All contracts' language must identify the following:

1. The name of the ministry entering into the contract
2. The name of the person negotiating the contract on behalf of the ministry
3. The description and purpose of the contract
4. The total cost of the contract and an itemized per piece cost if applicable
5. Any penalties that are written into the contract
6. The expected date and time the contract will be carried out
7. Any anticipated concerns that might not allow the ministry to fulfill the contract agreement (i.e. timing conflicts with another church activity, etc.) Please identify the concerns.
8. A signature by the company in which the church is negotiating
9. Eliminate evergreen clauses where applicable. Ensure a start date and ending date.

When reviewing contracts, the following must be adhered to in order to ensure that the purpose and scope of all contracts are in alignment with the church's function and purpose:

1. Verify that all of the above items have been identified
2. All contracts submitted for review and approval shall be reviewed and approved in a timely manner
3. One copy of the approved contract shall be filed and retained by the church's Trustee Board for future references
4. The pastor shall be made aware of all contracts that are submitted for review and approval