



MESSIAH LUTHERAN CHURCH

Purchasing Policy

Purpose

Annual budgets are approved at the Annual Budget Meeting of the Congregation (generally the first Sunday in December for the following year), in order to guide Messiah's committees, volunteers and staff in carrying out their work in an expeditious manner while properly stewarding the congregation's financial resources. Additionally, many committees may access Designated Funds as outlined in Messiah's *Fund Handling Policy & Index* that carry over from year to year. Oversight of these budgeted expenditures and expenditures from designated monies is provided by the Head of the Staff, the Budget & Finance Committee, the Treasurer and the Congregation Council. From time to time, emergencies may arise that require quick remediation beyond the bounds of budgeted expenditures. This policy lays out the process for approving these type of expenditures.

Process

If an emergency develops, the committee responsible for remediation (generally the Property & Grounds Committee), will first alert the Head of Staff (generally the Pastor) and the President. If a preferred vendor can furnish the necessary services and remediation will cost under \$5000, the committee responsible for remediation may vote to forward the expenditure to the Head of Staff and President for approval. If the Head of Staff and President approve the expenditure, emergency remediation work may be conducted. The Congregation Council and the Budget & Finance Committee will be immediately alerted of the expenditure with justification.

If a preferred vendor cannot furnish the necessary services and remediation will cost under \$5000, the committee responsible for remediation will attempt to quickly find three quotes from reputable and licensed contractors for the project. The committee responsible for remediation may then vote to forward the expenditure to the Head of Staff and President for approval, noting whether or not three quotes could be found and why a particular contractor was identified. If the Head of Staff and President approve the expenditure, emergency remediation work may be conducted. The Congregation Council and the Budget & Finance Committee will be immediately alerted of the expenditure with justification.

If remediation will cost over \$5000, the committee responsible for remediation will find three quotes from reputable and licensed contractors for the project. The committee responsible for remediation may then vote to forward the expenditure to the Congregation Council for approval and the Budget & Finance Committee for review, noting why a particular contractor was identified. If a majority of the Congregation Council votes to approve the project, emergency remediation work may be conducted. The congregation will be immediately alerted of the expenditure with justification. This document must be carried out in line with C12.05c of the *Constitution, Bylaws and Continuing Resolutions of Messiah Lutheran Church*, "The Congregation Council may enter into contracts of up to one tenth of the previous years' expense contributions for items not included in the budget." All non-budgeted expenditures beyond one tenth of the previous years' expense contributions must be approved at a Special Meeting of the Congregation.

**Adopted by the Congregation Council on May 15, 2017.
Amended by the Congregation Council on 11/19/2018, 09/16/2019, 02/21/2022.**