

Episcopal Diocese of Fort Worth

Contracts

Policy Number: A-4
Adopted: March 12, 2011

PURPOSE:

This policy governs review, approval, and maintenance of certain contracts for which the Diocese, any Diocesan Institution, or official is a party or which commit or otherwise affect funds or other property of the Diocese.

CANONICAL REFERENCES:

Constitution, Article 11 - The Executive Council. There shall be an Executive Council, established by the Canons, which shall exercise all the powers of the Convention between meetings thereof, implementing the directives and policies of that body, initiating and developing new work, but not acting in conflict with the expressed will of the Convention.

POLICY:

1. This policy affects contracts and other agreements (“Contracts”)
 - (a) To which the Diocese, any Diocesan Institution, or official in his or her official capacity is a party or
 - (b) Which commits or affects any Diocesan funds or other real or personal property owned or controlled by the Diocese or its Institutions.
2. The Office of the Chancellor shall review and approve as to form each such Contract prior to execution by any diocesan official. The approval shall be noted in writing to include the date and name of the chancellor who conducted the review and approval. When reasonably possible the review and approval process should be completed prior to final approval by the appropriate Diocesan institution or official; where not reasonably possible, such approval, recorded in minutes or other record of the official approval action, shall expressly be made conditional subject to such later approval by the Chancellor’s Office before execution. The proposed Contract should be submitted to the Chancellor or his or her designee a reasonable time before action is required.
3. The Diocesan Office shall retain and maintain the original or a duplicate original of each executed Contract according to the Diocesan policy and schedule for document retention and destruction. Any deadlines required by the Contract, such as end of the term or notice of termination or non-renewal of the contract, shall be noted on the Diocesan master calendar for future action.