

TO: Pastors, Head Elders, School Principals and Business Managers

FROM: Richard Magnuson, Jr., Director
Planned Giving and Property Management Department

RE: Signing Contracts

From time to time all Conference churches and schools need to contract with individuals or businesses to do work at the church or school facility. Common examples include new construction, remodeling and roof or HVAC replacement, or ongoing services such as landscape maintenance or custodial services (Note: for the rental or shared use of NCC church or school facilities please see NCC's Facilities Use Policy). The Northern California Conference, as the legal property owner, is to review and approve all contracts for work to be performed on Conference-owned property. Individuals at a local church or school who sign contracts on behalf of a church or school may subject themselves to personal liability since they are not authorized to sign contracts for the Conference. Only duly-elected Conference officers, approved by the Conference Executive Committee, are authorized to sign contracts. Therefore, the following policies should be adhered to when considering contracts for work to be performed at a church or school:

Conference Policy Concerning Contracts.

1. All proposed contracts shall be presented to the Conference Property Management Department for review, approval and signatures.
2. Upon review and approval by legal counsel, the Contract will be submitted to the appropriate Conference officer for signature.
3. The contract shall name the Northern California Conference of Seventh-day Adventists, d.b.a. (doing business as) the name of Church or School.
4. The Church or School shall designate a local knowledgeable person as the liaison with the Conference in matters concerning the agreement.
5. The local Church Liaison should obtain the following documents prior to submitting legal documents for review:
 - a) Contractor's License
 - b) Proof of Workers' Compensation Insurance
 - c) Proof of Liability Insurance for at least \$1,000,000.00 (\$500,000 for small projects) and a certificate naming NCCSDA as additionally insured.
6. If sub-contractors are involved in the work, obtain a release of lien for each from the general contractor as their work is completed.

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