

First Parish Brewster Unitarian Universalist Policy

Policy Title: Contractual Practices

Policy Number: 6.8

Purpose: To ensure consistent practices, accountability, and transparency in taking on contractual obligations

Revisions: New Policy

Board Review Date: 2/28/2026

Congregation's Review Period: 3/20/2026 - 4/19/2026

Effective Date: 4/29/2026

POLICY STATEMENT

This policy establishes practices to ensure that FPBUU's contractual obligations are authorized and approved by appropriate congregational leaders, Boards, or Committees, and to assure a meaningful and transparent record of the contract formation and terms.

PROCEDURES

Contract approval

1. Contracts effectuating spending within the approved Operational Budget and agreed to by the Board, Committee, or person managing that line item can be signed without further approval.
2. Contracts effectuating spending from existing funds outside the Operational Budget (e.g., Sustainability, Capital Expense, Endowment) and agreed to by the Board, Committee, or person overseeing such fund can be signed without further approval.
3. Contracts effectuating spending without approved funding shall not be signed.

Authorized signatories

1. The Board of Trustees President and the Church Administrator are each authorized to sign all approved contracts on behalf of FPBUU or any of its Boards or Committees.
2. The Board of Trustees may authorize other individuals to sign approved contracts on such terms and conditions as it deems appropriate. For convenience, the President or the Church Administrator may authorize other individuals to sign approved contracts, provided that such authorization is in writing and limited in scope and duration.

Recordkeeping

Any person entering into a contract on behalf of FPBUU shall promptly provide to the Church Administrator a complete copy of any contract document(s) and any other supporting or explanatory documents.

GUIDELINES

It is assumed and expected that individuals executing a contract on behalf of FPBUU will thoroughly review and understand the contract before executing it, and assess whether the Board of Trustees, legal counsel, or other advisor should be consulted before execution.

STANDARDS

No standards are recommended at this time.

DEFINITIONS

No definitions are recommended at this time.