

First Parish in Concord

Contract Signing

October 2023

The Director of Finance & Operations (DFO) will sign all contracts and leases on behalf of First Parish in Concord. If the DFO is unavailable, the Senior Minister, and then the Chair of the Standing Committee, will act as back up.

Draft contracts will be drawn up between the FP committee or program and the vendor. Clear labor, materials, and other expectations of both parties will be described therein. Any permitting or compliance matters will be resolved before the contract proceeds. The committee/program will have the contract reviewed by an internal* attorney representing First Parish. The committee/program will accept all the attorney's suggestions or provide written explanation as to why a suggestion was not taken and implications for the contract work and for First Parish. The final contract will then be signed by the vendor, then by the DFO. The DFO will provide fully signed copies to the committee/program, vendor, FP files, and any other appropriate parties.

After a contract is signed, the relevant committee or program will oversee successful completion of the vendor's work described therein. Any invoices associated with the contract must be approved by committee/program members *before* coming to the business office to be paid. Invoices will include the invoice date; the vendor's name, address, phone number, and email address; and the date(s) and description(s) of services and/or materials provided. The signer on behalf of the committee will indicate the date approved, the approver's name, and the name or number of the FP account(s) to be used for payment.

If a down payment is planned/expected, the related contract must be fully signed, an appropriate invoice received and approved, and, if applicable, a W-9 received from the vendor before any payment is made.

*Standing Committee to form a group of FP attorneys occasionally available for such reviews.