

Christ Church Episcopal

Project Management

Policy: VII. C.
Initiated: 8.1.2006
Revised: 8.30.21

I. Purpose: A project is a well-defined scope of work specifying objectives, completion schedule and cost. All projects and service contracts must be assessed for impact on other projects or systems.

II. Authority: The project manager is authorized to act on behalf of the church for scheduling bids from service providers, scheduling and inspecting work until completed. This person is the single point of contact for the service provider. The project manager will present a project report at vestry meetings for discussion and action. If the service provider is not performing satisfactorily, the project manager must notify a church officer immediately.

III. Conditions: Any project with total cost greater than \$500 must be approved by the vestry and recorded in the vestry minutes. In an emergency, a project with total cost less than \$500 may be verbally approved by a minimum of two church officers and must be reported to the vestry. Church officers include the priest, senior warden, junior warden and treasurer.

*A project with total cost greater than \$1,000 must include a written quote or proposal from the service provider with payment amount and terms and date for completion specified. The service provider will present a written invoice upon completion of the work. If work is satisfactory, payment will be mailed within 15 days. If progress payments are necessary, the invoice must specify the percentage of work completed and specify a date for completion.

IV. Vendors: *The Manual of Business Methods and Church Affairs*¹. December 2019, Ch II-6 states:

1. An acceptable vendor list should be developed and maintained.
2. At least three vendors for each type of good or service purchased should be included

¹See *The Manual of Business Methods and Church Affairs*. December 2019, Chapter II.

V. The Building Improvements and Risks 10-Year Calendar Task Force² will have a list of building risks and alternative solutions, the associated costs, and pros and cons of each that is reviewed and evaluated annually. Potential projects having a cost greater than \$1,000 should be identified during the January budget development cycle.

²See *Building Improvements and Risks 10-Year Calendar Task Force*.