



Title: Emergency Repair Policy
Policy #: 44
EXPIRES: When Replaced
ISSUED BY: Congregation
SIGNED:

1 History

VERSION	DATE APPROVED	UPDATED BY	PURPOSE FOR CREATION/UPDATE
1.0	8/1/2017	CHURCH COUNCIL	TO PROVIDE A MEANS OF AUTHORIZING EMERGENCY REPAIRS
2.0	2/27/18	S. TRAKEL	TO INCLUDE FOLLOW UP COMMUNICATION PLAN TO THE CONGREGATION
3.0	4/18/23	P. TEN PAS	TO REMOVE A SET DOLLAR AMOUNT FROM COUNCIL LIMITATIONS

2 Scope

This policy is part of St. Paul Lutheran Church's organizational policies. This policy applies to all facilities of St. Paul Lutheran Church.

3 Policy

In the event of catastrophic damage to the physical plant or failure of systems or equipment which may cause catastrophic damage to the physical plant unless immediate repairs are undertaken, the Church Council has the authority to approve emergency repairs to the extent required to avoid further damage to the physical plant. If additional or more extensive repairs beyond such emergency repairs are necessary, a Congregation Meeting will be called for the approval of such repairs if the cost of those repairs exceeds 1 ½% of the operating expense budget for the current fiscal year.

4 Procedure

1. The Director of Church Administration will be notified of the situation and recommended solution.
2. The Director of Church Administration will notify the Congregation President of the situation and the immediate need for repair.
3. The Congregation President will contact Church Council members through email or by telephone to obtain majority approval. An emergency meeting will be held if an in-person discussion needs to be held.
4. The Director of Church Administration will write a message in the Weekly News to notify the Congregation of the emergency repair and the cost. This will run for 3 weeks.