

Highland Mennonite Brethren Church Policy Manual Signing Authority Policy

The Leadership Team Executive (“LTE”) of Highland Mennonite Brethren Church (“HMBC”) has the authority to manage the affairs of HMBC. In order to effectively do so, the LTE, by this policy, delegates authority to various employees and volunteers of HMBC (Signing Officers) to bind HMBC contractually. No employee or volunteer may sign any document or enter into any oral or written agreement that creates an obligation or undertaking on behalf of HMBC unless the individual has the authority to do so under this Policy. Prior to signing any agreement or transaction, Signing Officers must ensure that the agreement or transaction has received all required approvals set out in the HMBC Governance Manual. Signing Officers have the obligation to understand the extent and limits of their authority.

Duly approved Signing Officers shall ensure:

- a) that HMBC has the ability to meet the obligations being made;
- b) that any agreement complies with the laws of Canada and Alberta; and
- c) that any agreement is consistent with HMBC’s annual budget, strategic plans, mandate, and mission.

Prior to signing any agreement that is out of the ordinary, contrary to past practice or otherwise unusual, Signing Officers must consider the possible precedent that the agreement could set. In these cases, Signing Officers should consider whether the importance of the agreement or the risks involved in it, justify the agreement being taken to the LTE for information or approval.

SIGNING OFFICERS:

Banking: Finances Core Ministry Coordinator, Treasurer, Assistant Treasurer. One signature required.

- a) HMBC shall furnish to the Banks a list of the names and positions of all persons authorized by this Authorization to do any act or thing, together with specimens of their signatures, and shall notify the Banks from time to time in writing of any change of such persons and positions. Such list when received by the Banks shall be binding on HMBC until written notice to the contrary shall have been given to the Banks and receipt of such notification acknowledged by the Banks.*
- b) The Banks are hereby authorized and directed to pay any and all cheques which may be presented for payment bearing any one of the Signing Officers’ signatures for the banking business of HMBC.*
- c) The banks are authorized and directed to pay all amounts submitted to them for electronic funds transfer to payee accounts for the purposes of payments to vendors. HMBC and the Banks will utilize security protocols and systems for transferring the electronic data from HMBC to the Banks and appropriate confirmation procedures.*

**Highland Mennonite Brethren Church
Policy Manual
Signing Authority Policy**

- d) *Signing Officers may sign, make, draw, accept, endorse, execute and deliver for the Banks on behalf of and in the name of HMBC all such cheques, promissory notes, bills of exchange, as well as drafts, acceptances, orders for the payment of money, securities, and other agreements, documents and instruments, whether or not negotiable, as may be necessary or useful.*
- e) *Signing Officers may receive all paid cheques, statements and other debit vouchers charged to any account of HMBC and to execute from time to time, the Bank's form of receipt therefore.*
- f) *All financial services agreements, documents and instruments signed, made, drawn, accepted, endorsed or executed as aforesaid shall be valid and binding on HMBC.*

Borrowing: Finances Core Ministry Coordinator. One signature required. *Signing Officer may borrow money for operating purposes only from the Bank or the Canadian Conference of Mennonite Brethren Churches upon the credit of HMBC on cheques, promissory notes, bills of exchange or other instruments, whether negotiable or not, or otherwise; and borrowing, from time to time, from HMBC's authorized bankers (including the Canadian Conference of Mennonite Brethren Churches), a sum or sums not exceeding in the aggregate the maximum credit limit which shall be established from time to time by arrangements between HMBC and its bankers. The expectation is that this borrowing facility is used on a very limited, seasonal or short-term basis.*

Compassion Fund: Lead Pastor. One signature required. *See Compassion Fund Policy.*

Construction Contracts: Facilities Core Ministry Coordinator. One signature required. *Includes any proposals, contracts, subcontracts, letters of intent, memoranda of agreement, obligations, indemnities, covenants, stipulations, and all other documents evidencing what is or may be a binding, legal relationship between HMBC and one or more third parties, in connection with the design, execution and delivery of capital construction projects and renovations directly related to the operation and maintenance of the building and the development of HMBC facilities.*

Deposits: Finances Core Ministry Coordinator, Treasurer, Assistant Treasurer, Administrative Assistant. One signature required. *Includes negotiating or depositing with or transfer to the Bank (but for the credit of HMBC's account only) all or any cheques, promissory notes, drafts, acceptances, bills of exchange and orders for payment of money, and for such purpose to draw, sign or endorse the same, or any of them, or to deliver the same, or any of them, to the Bank endorsed with the name of HMBC impressed thereon by a rubber stamp and other devices.*

Employment Contracts: LT Chair. One signature required. *Includes any offers of continuing employment, contracts of employment (whether of limited or unlimited term), and offers of renewal of contracts of employment.*

**Highland Mennonite Brethren Church
Policy Manual
Signing Authority Policy**

General Contracts: LT Member. One signature required. *Includes any written deeds, transfers, assignments, contracts, subcontracts, letters of intent, memoranda of understanding, memoranda of agreement, obligations, certificates, leases, licenses, permits, indemnities, covenants, stipulations, and all other documents evidencing what is or may be a binding, legal relationship between HMBC and one or more third parties, but the term shall specifically exclude Construction Contracts, Employment Contracts, and Gifts-in-Kind.*

Gifts-in-Kind: Finances Core Ministry Coordinator. One signature required. *See Gift Acceptance and Valuation Policy.*

Constitution: LTE. Two or more signatures required. *Constitution & Bylaws must be submitted to the Governments of Canada and Alberta for approval.*

Investments: Finances Core Ministry Coordinator; One signature required. *Any investment transactions in connection with the transfer of short-term investments or long-term investments in accordance with relevant policies and procedures governing HMBC's investments.*

Key Control: Pastor, Facilities Core Ministry Coordinator, Administrative Assistant, LT Chair. One signature required. *Exterior keys are numbered and only released with a duly signed written request to Calgary Lock and Safe.*

Reimbursement Requests: The signature of the Core Ministries Coordinator who oversees that budget line is required on Reimbursement Requests. *Individuals who purchase something on behalf of a HMBC ministry may request reimbursement only if that purchase has been pre-approved by the Ministry Team Leader and/or Core Ministries Coordinator. If not pre-approved, expenses MAY NOT be reimbursed.*

Inquiries regarding the interpretation, practices and procedures to be following in administering matters relating to this policy should be directed to LTE of HMBC. The LTE may make changes to this policy (approved at a duly called meeting) as may from time to time become necessary.

**Highland Mennonite Brethren Church
Policy Manual
Signing Authority Policy**

Appendix 1 - Reimbursement Request

To be reimbursed for expenses incurred on behalf of a Highland Mennonite Brethren Church ministry, be sure to get approval from the appropriate Core Ministry Coordinator prior to making the purchase. Complete this form, attach all receipts, have the Core Ministry Coordinator sign their approval, then submit it to the church office or treasurer.

Reimbursement requested on: _____ (Date)

Requested by: _____ (Purchaser)

Purchased at: _____ (Supplier)

Purchased for: _____ (Ministry)

Description	Cost	GST	Total
Totals			

Approval:

Coordinator Signature: _____ Date: _____

Office Use Only

Date: _____

Cheque #: _____

Budget Category #: _____