



<b>Title: Emergency Repair Policy</b>
<b>Policy #: 44</b>
<b>EXPIRES: When Replaced</b>
<b>ISSUED BY: Congregation</b>
<b>SIGNED:</b>

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## 1 History

VERSION	DATE APPROVED	UPDATED BY	PURPOSE FOR CREATION/UPDATE
1.0	8/1/17	CHURCH COUNCIL	TO PROVIDE A MEANS OF AUTHORIZING EMERGENCY REPAIRS

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## 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.

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## 3 Policy

In the event of a catastrophic physical plant emergency repair, the Church Council has the authority to approve the expense up to 3% of the budget without a Congregation Meeting.

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## 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.

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## 5 Forms

None