

#### **4.7.5 CHURCH MAINTENANCE & ALTERATIONS (PROPERTY AND BUILDING)**

**POLICY:** The church buildings, vehicles, equipment and property shall be maintained in good repair. Churches considering major repairs or alteration of existing facilities must secure the prior written approval of the president and the National Board.

Major repairs or alterations are defined as those projects where completed cost is more than fifteen percent (15%) of gross annual tithe income (undesignated) and/or financing is required. In these circumstances the following steps are to be taken:

1. An project plan and estimate is to be established (3 quotes recommended)
2. Obtain Church Council approval.
3. Submit written request to gain consent from president to proceed with repairs or alterations. Major repairs/alterations that are less than \$10,000 can be approved by the president. Amounts over \$10,000 require National Board approval.
4. Submit Application for Approval to National Board for with the following documents:
  - a. Application for Approval including description of costs.
  - b. Application for Permission to Obtain a Loan (if applicable).
  - c. Financing Plan
  - d. Quotes for repair/alteration.

#### **PROCEDURE:**

- Churches should devise and adopt a systematic approach to maintenance and repair.
- The Church Council shall make provision in the church annual budget for property maintenance and repair. [see Section 4.3.5 Budget]
- Any requirements by the municipality in which the property is located, must be complied with as quickly as possible. Public safety standard and fire marshal requirements shall be strictly adhered to at all times.