

St. Paul's Cathedral

San Diego, CA

Contract Policy

The Cathedral By-Laws Section 8.02, as amended January, 2015, govern contractual power and authority:

“The Chapter, except as in the By-Laws otherwise provided, may authorize the Dean, the Wardens, and such other person or persons as Chapter may from time to time authorize, to enter into any contract or execute any instrument in the name of and on behalf of the Cathedral. Such authority may be general or confined to specific instances, and may be delegated or limited by the Chapter. Unless so authorized by the Cathedral Chapter, no officer, agent, or employee shall have any power or authority to bind the Cathedral by any contract or engagement or to pledge its credit or to render it liable for any purpose or to any amount.”

The purpose of this Contract Policy is to facilitate efficient Cathedral operations while maintaining effective financial controls. This Contract Policy authorizes the Dean, the Dean's Warden and certain staff members (Director of Operations, Director of Worship, Canon for Music, Director of Outreach & Evangelism, Director of Congregational Life and Facilities Manager) to enter into contracts for goods and services in the normal course of business within the scope of the annual operating budget approved by the Cathedral Chapter. In addition, the Dean, the Dean's Warden and certain staff members (Director of Operations, Director of Worship, Canon for Music, Director of Outreach & Evangelism, Director of Congregational Life and Facilities Manager) have the authority to sign contracts outside the operating budget, but which have specific and adequate designated funds, so long as the use is consistent with the donation. All other contracts require Chapter authorization in accordance with the Cathedral By-Laws Section 8.02.

Adopted by Chapter:
