

Administration Processes

- [Contract Signature Process](#)


Contract Signature Process

As our Ministries grow, the requests for my signature on contracts have increased and the need to organize/track all contracts for all of our campuses is becoming increasingly difficult. As you may already know, as the Director of Administration for Grace Church, I am the only individual who can legally bind Grace Church into any/all legal agreements.

- Which means without my permission, no one can sign a contract on behalf of your Ministry or Grace Church
- If a situation occurs where a signature is needed and I am unable to sign the agreement, I will help you work out a solution

Therefore, the Finance Team and I have been working to design a user friendly process to simplify obtaining my signature for all contracts.

To Request a Signature on a contract:

For **every** contract or agreement, please read and review all terms and conditions of the contract and complete a **Contract Detail Form** which can be located in the Financial Toolbox  [HERE](#).

- Once this form has been completed, your request for a signature is complete.
- Please have a PDF of the contract ready to upload to this form.
- Chelsea Amstutz will receive a notification that you have completed the form, will obtain my signature, and will return the contract back to you.
- For contracts or agreements that require an electronic signature, Chelsea will receive a notification and will reach out to you for the document. Please expect an approximate 1 week turnaround for all contracts.

This new process, while requiring you to read and understand your contract terms, should be very easy for you to use. It should eliminate the need to send Chelsea or myself an email. All you need to do is fill out a form and upload the contract. This new process will be effective immediately. Please let myself or Chelsea know if you have any questions or concerns about the form.