

## **Junior Warden Guidelines Policy**

POLICY: The St. Luke's Vestry shall exercise its fiduciary responsibility by oversight of repairs, modifications, or constructions to the St. Luke's buildings and equipment.

1. Any repairs, modifications or construction performed on property owned by St. Luke's Church involving electrical, plumbing, or structural systems shall be awarded to a licensed, bonded/insured contractor of the appropriate trade.
2. When repairs, modifications, or construction is deemed necessary by the Junior Warden with a cost not to exceed \$500.00, the Junior Warden shall proceed as necessary and inform the Vestry as appropriate.
3. When repairs, modifications, or construction is deemed necessary by the Junior Warden with a cost of more than \$500.00, it shall be the responsibility of the Junior Warden or a Vestry designee to seek an estimate for the necessary work. If the not to exceed estimate is less than \$5,000.00, the Junior Warden or Vestry designee, with the Vestry approval shall authorize the contractor to accomplish the work. If the contractor discovers additional work and cost is necessary to properly complete the bid work, the Junior Warden or Vestry designee shall inform the Vestry of the reason for additional cost and request authority to complete the work.
4. When a not to exceed estimate for repair, modification, or construction is more than \$5,000.00, the Junior Warden shall seek a second estimate for the necessary work. The vestry shall award contract as appropriate with the Junior Warden or Vestry designee acting as liaison between the contractor and Vestry.
5. The Junior Warden may present a Time and Material estimate to the Vestry when the scope of repairs, modification or construction cannot be defined without in-depth investigation; i.e., opening wall(s) or other destructive work to provide the clearest understanding/picture of the work.
6. All repairs, modifications and construction projects shall be brought to current code compliance completion regardless of cost overrun.

Approved by the Vestry, December 2017.