

## LEGAL SERVICES POLICY

“Acknowledging the occasional need for legal services in the course of the work of the Presbytery, it is imperative that the Presbytery establish and abide by the following rules:

1. Proposed contracts for legal services for the benefit of the Presbytery must be presented to the Administrative Board, the General Presbyter, and the Presbytery Controller for review and approval prior to authorization of communications with prospective legal services providers;
2. No obligations or expenditures for legal fees of any kind may be incurred for the use and benefit of the Presbytery without prior authorization of the Administrative Board by a majority vote, except in urgent situations, where the required majority shall be two-thirds;
3. No payment for legal services will be reimbursed by the Presbytery unless the terms of those services have been reduced to a binding contract for services;
4. Written contracts for legal services must clearly define the nature and scope of the proposed services and the fee schedules to be utilized in determining compensation due, as well as other terms or conditions required by the lawyer(s) that could generate expenses required by counsel and billable to the Presbytery;
5. Contracts for legal services must contain a provision requiring that payment for services is to be billed to the Presbytery on a monthly basis, unless the work cannot be effectively delivered on such terms and a request for modification of this requirement is approved by the Administrative Board prior to execution.”
6. All current legal services are subject to this policy.”

Approved by the Administrative Board  
June 11, 2014