



# THE TABERNACLE

LOVE GOD. LOVE PEOPLE. MAKE DISCIPLES.

## Signatory Rights/Bank Authorizations Policies/Procedures for Tabernacle Board and Staff *September 2022*

### Tabernacle Board - Signatory Rights/Bank Authorizations/Procedures

#### Current Authorized Tabernacle Board Signatories

Steve Acre  
Andy Blackmer  
Matt Stevens

#### Board Signatory Responsibilities

- The above authorized signatories are responsible for signing all official contracts, grants, deeds, real estate transactions, loans, and other documents associated with Tabernacle operations and financial matters.

### Tabernacle Staff - Signatory Rights/Bank Authorizations/Procedures

#### Current Authorized Tabernacle Staff Signatories

Martin Rizzi  
Seth Bush  
Ben Brown

#### Staff Signatory Responsibilities/Procedures

- Campus Pastors, the Executive Pastor and Executive Director have authorization to sign agreements/maintenance contracts related to building maintenance, snow removal, lawn work, work authorizations and facility-use contracts (for specific Tabernacle events) that do NOT involve entering into a loan, long-term agreement/contract (what is considered long-term will be determined on a case-by-case basis), real estate agreements/contractors or major renovation/building projects.
- Campus Pastors, the Executive Pastor and Executive Director will consult with the Tabernacle Board if they have questions/concerns regarding entering into any financial agreement/contract on behalf of The Tabernacle.

- The Executive Director is authorized to pursue, consult and sign documents related to insurance claims with the full knowledge of the Tabernacle Board.

### **Current Bank Access/Authorizations - Buckley and Manistee**

#### **Honor State Bank**

- Safety deposit box access - Matt Stevens, Steve Acre, and Andy Blackmer.
- Finance Director Elizabeth Svec is an authorized signatory on all accounts.
- Finance Director Elizabeth Svec is authorized to pick up empty deposit bags and other bank supplies.
- Steve Acre, Matt Stevens, Elizabeth Svec and Andy Blackmer are signatories at Honor Bank.
- Tracy Romzek is authorized to pick up the empty deposit bags at Honor State Bank.

#### **West Shore Bank**

- Matt Stevens, Andy Blackmer and Steve Acre signatories Manistee bank account at West Shore Bank.
- Finance Director Elizabeth Svec authorized signatory on all West Shore Bank accounts belonging to The Tabernacle.
- Finance Director Elizabeth Svec is authorized to pick up empty deposit bags and other bank supplies.
- Campus Pastor Seth Bush and Student Ministries Pastor Britton Bishop are authorized to pick up empty deposit bags at West Shore Bank.