

**AFFI Procedures for
Submission of Addendums
to the
AFFI Operating and Procedures Manual**

The function of an addendum is to modify, clarify, or nullify a portion of the original document, which could be as simple as extending the dates, replacing names, and/or redefining the original amendment.

Addendums are modifications added to an existing agreement or amendments. It does not replace the original contract. Use an addendum to add information agreed to after the parties have agreed on the changes.

Instead of getting rid of the old amendment and starting over from scratch, it is easier to add an addendum to the document.

Adding an addendum allows all parties involved to edit specific sections of the amendment without making the rest of the manual void.

Below are listed reasons for writing an addendum. This list is not exhaustive, however.

- Adding a new clause
- Replacing a clause with new language
- Changing a date
- Extending a deadline
- Clarifying language that could be ambiguous in the original contract

The text for each addendum will vary depending on the change(s) made.

Formatting

- Addendums must be submitted – single spaced – 12 font – Times Romans 1 (one) inch margins.
- Title of the Addendum
- The title of the addendum should be the same as the original amendment.
- For example, the title should be something like the following: “Addendum to the original “amendment to title of amendment” (date) as it appears in the AFFI Operations and Procedures manual.

Date

- Specify the date the addendum goes into effect. If you do not do this, parties will not know when the new wording goes into effect.

Purpose of the Addendum.

- The purpose of this addendum to provide an update to the AFFI Operation and Procedures manual to reflect added or modified language. It is not the intent of this addendum to replace the current O&P manual, but only to supplement the current document.
- This addendum is a separate document to be added to the front of the current O&P manual, until which time the entire manual is updated to incorporate any changes or modifications to the project.
- The current O&P manual and any existing addendums have been marked-up as necessary to direct readers to this addendum where there are conflicts or changes.
- A copy of each such marked-up page is provided in the Appendix. Each holder of an O&P manual should insert these marked-up pages into the appropriate place in their copy of the document.

Procedures or other information given in this addendum supersede any conflict with the current AFFI O&P manual.

Specific List of Changes

- Your addendum needs to list the changes that are being made specifically. You need to say which section, subparagraph, and so on. You cannot leave anything to assumption.
- You also need to note if the text is being changed or if it is an entirely new item. Use strikethrough, italic font, and bold font to indicate where the text is being added, deleted, or modified.
- Provide a summary of what sections, checklists, appendices of the O&P manual are impacted by the added feature or modification. Also discuss any significant changes in O&P procedures.

Concluding Paragraph

- In every addendum you write, there needs to be a concluding paragraph stating that the addendum does not nullify the original contract. This is often known as a restatement clause. The following wording is most commonly used: *“The parties reaffirm no other terms or conditions of the above mentioned original contract not hereby otherwise modified or amended shall be negated or changed as a result of this here stated addendum.”*

Signature Block

- This may seem like an obvious bit, but it can sometimes be overlooked when you are focusing on everything else in the addendum. Make sure to include space at the end of the addendum where all parties involved can sign.

Attach the Documents

- Once you finish writing the addendum and it is signed by the person who submitted the addendum, it should be forwarded to Bishop C.L Hardy and the Operations and Procedures Committee.
- Attach it to all copies of the original amendment. By attaching the two documents, anyone else who looks at the document in the future will know that there is more to the document than just the original amendment.
- Not only do you need to attach the two documents physically, but you also need to note this in the addendum.

- Please note along with submission - “The original amendment (state original amendment) of the AFFI Operations and Procedures Manual dated () is attached to the addendum submitted and should be made part of the O&P Manual after consideration by the O&P Committee and the AFFI Executive Board of Bishops.

Insert pages from the existing O&M Manual or other addendums that have been marked-up to Bishop C.L. Hardy. After addendums are ratified by the Executive Board of Bishops, each Diocesan Bishop should insert these pages into their copy of their AFFI O&P Manual.

ELECTRONIC VERSION

The addendum should be provided in a PDF format and in the format in which it was created in (i.e. Microsoft Word). Any attachments should follow the PDF format.

**AFFI Procedures for
Submission of Addendums
to the
AFFI Operating and Procedures Manual
(TEMPLATE GUIDE)
*(Checklist)***

- DATE OF SUBMISSION
- SUBMITTER NAME AND TITLE
- PURPOSE OF ADDENDUM(s)
- SPECIFIC CHANGES
- SUMMARY OF CHANGES
- CONCLUDING PARAGRAPHS
- SIGNATURE BLOCK
- ATTACH – SUPPORTING DOCUMENTS

APPROVAL

DATE _____

BISHOP CHARLES E. JOHNSON

Presiding Prelate, AFFI

BISHOP C.L. HARDY

Assistant Presiding Prelate, AFFI

DEACON RODGERS SHIPMON

AFFI PARIAMENTARIAN