

PROCEDURE FOR REVIEWING AND APPROVING CHURCH POLICIES

Purpose		To define a standard process for creating, reviewing and approving church policies
Owner of this Procedure		Board of Trustees
Applicability		This procedure applies to new policies and to the revision of existing policies
Step	Task	Details
1	Request	Anyone wishing to suggest the creation or revision of a church policy may send a Policy Request to the Board of Trustees, and may attend any meetings in which the proposal is to be discussed.
2	Authorization	The Board may choose: 1) to authorize the creation or revision of the policy; or 2) deny the request.
3	Preparation of Draft Policy	If the Board chooses to proceed with creation or revision of the policy, it may decide to: 1) develop and approve the policy at a meeting of the full Board; or 2) create an ad hoc Policy Review Committee to develop a draft of the policy for consideration at a subsequent meeting.
4	Review of Draft Policy	The full Board will consider the proposed new or revised policy prepared by the Committee and: 1) approve the draft as written; 2) suggest changes to be made, either at the meeting of the full Board or in a second draft prepared by the Committee; and/or 3) forward the proposed/revised policy for congregational review prior to final approval.
5	Congregational Input	The congregation shall routinely be informed of any policy reviews under way, and invited to share input with Board members. A 30-day congregational review period will be announced, and the policy will be posted in a designated place in the church.
6	Preparation of Final Draft	The Committee will consider congregational input gathered during the review period, and will prepare a revised draft to be presented to the full Board.
7	Board Action	The Board may take the following actions on policies prepared for its review: 1) approve; 2) return to the Committee for specified additional work; 3) request further input; 4) bring to the congregation for a vote.