

## PROCEDURE FOR REVIEWING AND APPROVING CHURCH POLICIES

<b>Purpose</b>		To define a standard process for creating, reviewing and approving church policies
<b>Owner of this Procedure</b>		Board of Trustees
<b>Applicability</b>		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.