

Bethlehem Evangelical Lutheran Church Guidelines for Managing Policies

Bethlehem Evangelical Lutheran Church (the 'Church') believes all things should be done in an orderly way (see 1 Corinthians 14:40). Therefore, we have policies that guide activities of the Church in a consistent way, ensures safety, good stewardship, and fairness, and attempts to prevent unnecessary discord..

PURPOSE

The purpose of this procedure is to guide future authors of BELC policies. The need for a policy is determined by the Congregation Council and generally addresses an action or subject for clarification, safety, or instruction, and this need will be documented.

The purpose of a policy will be determined by the Congregation Council. Policies are generally used to clarify or provide instructions for matters that i) pertain to Church finances and budgets; ii) affect the entire congregation; iii) set expectations; iv) provide consistency in action; or v) clarify a position or congregational decision; and vi) do not fall within the purview of a ministry team.

The Congregation Council is to maintain these Guidelines for Managing Policies.

PROCESS

Creation: While content will dictate the appropriate format for a Church policy, the format attached to this procedure can help ensure consistency among policies and ensure important elements of a policy are addressed.

Review/Approval: All policies are to be reviewed/approved by the Congregation Council, who will generally define the need for a policy, the general policy content, and the review process before it comes to the Congregation Council for final approval. The applicable ministry team (or Congregation Council if cross cutting) should review/comment on a draft policy before it is presented to Congregation Council for review/approval. Unless the issue is time urgent, Congregation Council shall be given a month from the time it reviews the draft to the time it is expected to approve a policy. Any congregational member may be a part of the review process and provide input to the policy author, the applicable ministry team, or the Congregation Council.

Periodic Review: Each policy will be reviewed every two years at a minimum for affirmation of the need for the policy, as well as needed updates and/or additional information. Grammatical or clarification revisions do not require re-approval by

Congregation Council but do require an entry in the Summary of Revisions (below), new Revision number, and new revision date. However, if there are substantive changes, another review/approval by Congregation Council is required.

If no changes are needed, the periodic review will be noted with an entry in the Summary of Revisions and an update of the date of the policy. The annual review of the Continuing Resolutions by the Congregation Council will be used to track when periodic reviews are required.

Document Control: The Church office shall retain both a hard copy and an electronic copy of current BELC's policies, processes, and procedures. Only the final approved policy/process/procedure needs to be retained in the Church office (consistent with BELC's Record Policy).

Implementation: Once approved, the owner of the policy informs and educates relevant members of the congregation on the policy. Current copies of the policy should also be included on the Church's website for easy access by members.

Rev	Rev Date	Review Date	Summary of Revisions
0	8/2011	2013	New

[Format]

Bethlehem Evangelical Lutheran Church
(Policy Title)

Preamble (if needed)

PURPOSE (background information for why policy is needed and its purpose, i.e. what is the policy attempting to achieve?) The Ministry Team responsible to the Congregation Council for the reviewing and updating of the policy should be identified.

SCOPE (if not covered in purpose; what specific area/issue is the policy intending to address)

DEFINITIONS (if needed)

POLICY STATEMENT (what is stated policy)

OTHER INFORMATION AS NEEDED

APPROVAL/DOCUMENTATION

Revision	Revision Date	Review Date	Summary of Revisions
[Rev #]	[Date]	[When policy should be review; minimum every 2 years]	[Summarize what changed from last revision]