

TITLE: Policy and Procedure Template

APPROVED DATE: May 23, 2022

EFFECTIVE DATE: May 23, 2022

REVIEW DATE: May 23, 2027

Policy:

Highland Avenue Fellowship Church shall establish policies and procedures as needed to ensure proper operation, review, and oversight of all functions and activities conducted as part of the church organization. This Policy and Procedure template will be used for development and approval of all policies and procedures from the effective date forward.

Procedure:

1. A need for a policy and procedure will be identified by a church staff member or by the Executive Board
2. The appropriate church staff member will be assigned to research and develop a draft of the policy and procedure using the approved Policy and Procedure Template (Appendix 1)
3. The draft will be reviewed and amended as needed by the Pastor and/or Church Administrator for correctness, clarity, and efficiency.
4. Upon completion of the review process the draft document will be sent to the Executive Board for review and approval
5. The Executive Board will review the draft document and provide any additional comments and/or concerns
6. Should the policy require a legal review it will be forwarded to the church's legal counsel of record for review
7. Upon final review by the Executive Board the draft Policy and Procedure will be placed on the next regular Executive Board meeting agenda for approval
8. The effective date of the Policy and Procedure will be the date of approval by a majority vote of the Executive Board unless specifically stated otherwise in the document
9. A record of the vote will be kept in the Executive Board meeting minutes
10. After approval the document will be assigned a document ID number. The document ID number will include the current year and sequential number in the upper right corner of the document (i.e. 2022-01)
11. There will be a five (5) year mandatory review of every Policy and Procedure
12. A Policy and Procedure may be reviewed, revised, or eliminated at any time by majority vote of the Executive Board

Appendix I

HIGHLAND AVENUE FELLOWSHIP CHURCH POLICIES AND PROCEDURES	Document ID # 20xx-xx
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TITLE: *Insert Policy Title Here*

APPROVED DATE: *Insert Approved Date Here*

EFFECTIVE DATE: *Insert Effective Date Here*

REVIEW DATE: *Insert Policy Review Date Here*

Policy:

Provide a brief description of the policy

Procedure:

Provide a line by line detail using a numbering system (1, 2, 3, etc.) describing the process required to complete the procedure.

Note: Do not assume a person knows anything about this process. Write the instructions so a novice would be able to complete the task.

CHANGES TO POLICY AND PROCEDURE TEMPLATE

- 3/26/2023:
Changed “Elder” to “Executive” in entire document