First Presbyterian Church
Santa Fe, New Mexico

Formulation and Issuance of Church Policies
"Policy on Policies"

Policy Number

Session 1. 1

Responsible Committee

Administration

History

Issued: 06-19-13

Revised:

This policy supersedes any other policies related to the formulation and issuance of church policies.

Policy Statement

First Presbyterian Church Santa Fe's "policy on policies" mandates the process for approval, issuance and maintenance of official policies in a consistent format.

I.   Purpose

Church policies must be thoroughly reviewed, maintained, and made available to the church staff and community to promote practicality, compliance, and accountability.

II.   Scope

This policy applies to the entire church.

III.   Definitions

A. A policy is defined by *all* of the following criteria:
   * It has broad application throughout the church
   * It helps ensure compliance with applicable laws and regulations, promotes operational efficiencies, enhances the mission, or reduces institutional risks.

- It mandates actions or constraints and articulates desired outcomes.
- The subject matter requires Session review and approval for policy issuance and major changes.

B. <u>Procedures or guidelines</u> are statements that provide for the implementation of policy and should evolve over time as new tools and processes emerge. They are generally more detailed than a policy.

C. <u>Handbooks or manuals</u> are a collection of policies and procedures, such as those related to Human Resources, that all relate to one area of the church's work.

D. <u>Responsible committee</u> refers to the Session committee with primary oversight in the area the policy addresses.

E. The <u>date of issuance</u> is the date of the Session meeting where the policy was approved and the <u>dates of revision</u> are the dates for any subsequent changes.

IV.   Implementation

A. <u>Development, Approval and Review</u>
As the need arises for a specific policy, the Session Committee responsible for that area will draft a policy and present it to the Session for approval. If a policy is required before a meeting of the Session can be called, the Head of Staff can issue an interim policy that is effective only until the next regular Session meeting.

To ensure consistency, a standard format for policies has been created. Use of the standard format facilitates the adoption of clear, concise policies and procedures. The official policy template is available as a word document at http://fpcsantafe.org/who-we-are/organization/policies/.

Policies should be reviewed at least once every three years. They may be supplemented by procedures or guidelines that describe implementation in more detail. Procedures developed by the responsible committee do not require approval of Session, but can be subject to periodic review.

B. <u>Tracking and Distribution</u>
The Clerk of Session will track policies in a spreadsheet or database, including the date for review, and will report at the beginning of the year all policies coming up for review that year. Except for this policy, which is designated I.1., policies will be numbered by numbers assigned to the responsible committee then sequentially by date of issuance.

Policies will be maintained online http://fpcsantafe.org/who-we-are/organization/policies/ and in a corresponding binder kept in the Clerk's Office.

Printed versions of policies may be included in handbooks, announcements and other publications, but must include a disclaimer that the official version is the one found on the website.

C. Archiving of Policies
The Clerk of Session will keep, to the extent reasonably practicable, an archive of policies.

D. Ten-year Rule
Church policies more than ten years before the date of issuance of this policy that have never been reviewed are likely outdated or no longer applicable to the functioning and operations of the church. All policies adopted more than ten years before the date of issuance of this policy are rescinded. Policies adopted after that date will be reviewed and either revised to fit the current format or rescinded by vote of the Session.