

Policy Formation/ Unitarian Universalist Church of Cheyenne

Section:	Board
Policy Number:	3
Effective Date:	January 1, 2011
Revision Number:	
Revisions:	
Approval:	

PURPOSE

To establish a procedure to create and modify policies/procedures needed to assure efficient and consistent operation of the Unitarian and Universalist Church of Cheyenne (UUCC)

PERSONS AFFECTED

Staff, church members, volunteers and vendors of the UUCC

POLICY

The UUCC will create and maintain a policy/procedure manual. All policies/procedures included in this manual will be created and reviewed annually by the appropriate committees. Any new policies/procedures or changes to existing policies/procedures will be submitted to the UUCC Board for approval.

DEFINITIONS

- *UUCC*: Unitarian Universalist Church of Cheyenne

RESPONSIBILITIES

- *Standing Church Committees*:
 1. Create policies/procedures that are needed for the efficient and consistent operation of the church under their purview
 2. Annually review all policies/procedures under their purview to determine the continued need and effectiveness of the policy or procedure
 3. Submit all new and corrected policies/procedures to the UUCC Board for approval.
- *UUCC Board*:
 1. Will review and have final approval of all policies/procedures and any subsequent changes made to them.
 2. Will be responsible for enforcement of the policies/procedures
- *Church Administrator*:

1. Will maintain the manual by assuring all new and corrected policies/procedures are placed in the existing manuals
2. Will place and keep the manuals in the pre-approved sites so they are easily assessable to staff , UUCC committees, UUCC Board and UUCC membership

PROCEDURES

- Any church member may submit a request for a policy/procedure or change in the existing policy/procedure
- The appropriate standing committee will review this request and take the action they believe necessary
- If they create or correct the policy/procedure the appropriate standing committee will submit it to the UUCC Board for consideration
- If approved by the board via majority vote, the new or corrected policy/procedure will be recorded in the Board minutes and a copy, both electronic and paper, will be given to the church administrator for placement in the Policy Manuals.
- The church administrator will keep an up to date policy and procedure manual in the church administrator's office, minister's office and the church library. These manuals should be accessible to board and committee members, staff, volunteers and church members