

UUCC Policy

UUCC Policy on Creating and Revising Policies

Section:	1 Board
Policy Number:	3
Original Effective Date of Policy:	January 1, 2011
Revision Number:	3
Effective Date of Revision:	April 24, 2019
Date Approved by Board:	April 23, 2019
Responsible Committee:	Board

POLICY

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

DEFINITIONS

1. *UUCC*: Unitarian Universalist Church of Cheyenne
2. *Policy Sections*:
 - 1 Board
 - 2 Financial
 - 3 Building Use
 - 4 Administrative
 - 5 Personnel
 - 6 Committee Policies

RESPONSIBILITIES

1. Committees Responsible for each Policy Section
 - a. 1 Board – Board of Trustees
 - b. 2 Financial – Finance Committee
 - c. 3 Building Use– Board of Trustees
 - d. 4 Administrative – Board of Trustees
 - e. 5 Personnel – Compensation and Benefits and Board of Trustees
 - f. 6 Committee Policies - Board of Trustees
2. *Responsible Church Committees:*
 - a. Create policies/procedures that are needed for the efficient and consistent operation of the church under their purview
 - b. Annually review all policies/procedures under their purview:
 - i. To determine the continued need and effectiveness of the policy or procedure.
 - ii. To revise these policies and procedures as necessary.
 - c. Insure that all new and revised policies and procedures adhere to the UU Principles, and the UUCS Mission, Vision and Values.
 - d. Submit all new and revised policies/procedures to the UUCS Board for approval.
3. *UUCS Board:*
 - a. Will review and have final approval of all policies/procedures and any subsequent changes made to them.
 - b. Will be responsible for enforcement of the policies/procedures
 - c. As part of the review process:
 - i. Will insure that the policies and procedures adhere to the UU Principles, and the UUCS Mission, Vision and Values.
 - ii. Will insure that the policies and procedures follow the formats defined in attachments A and B of this policy.
 - iii. Will insure that all policies and procedures are consistent and integrated.
 - iv. Will identify recurring tasks, responsibilities, and due dates defined in policies and procedures and report these to the church administrator who will use the information to create and maintain a tracking log for monitoring that these tasks are performed in a timely manner and inform the board on a regular basis of their status.
4. *Church Administrator:*
 - a. Will maintain up to date hard copies of the Policies and Procedures manual by assuring that all new and corrected policies/procedures are posted to the existing manuals. These manuals will be located in the church administrator's office and the church library, so that they are accessible to board and committee members, staff, volunteers and church members.
 - b. Will maintain the official electronic copy of each policy and its related procedures on the computer hard drive specified in Attachment C Policy and Procedure Files Location and Naming Conventions. The current revision and previous versions of all Policies and procedures will be maintained there.
 - c. Will insure that all documents are backed up to avoid loss in case of hardware failure.
 - d. Will create and maintain a tracking log of recurring tasks identified by the board during the policy and procedure adoption process.
 - i. The church administrator will use this log to determine if the responsible groups or individuals have performed the tasks defined in the policies and procedures when required.

- ii. Each month the church administrator will provide the board and responsible entities a report of tasks due in the coming month, tasks completed in the current month, and tasks that are over-due for completion.

ATTACHMENTS:

- A. **UCC Policy Template**
- B. **UCC Procedure Template**
- C. **Policy and Procedure Files Location and Naming Conventions**

Attachment A Policy Template

UUCS Policy	Policy Title
Section:	Section Number and Title (S Section Title)
Policy Number:	N Policy Number within Section
Original Effective Date of Policy:	Month Day, Year (Date the policy originally went into effect. This will be retained on all revisions for historical purposes.)
Revision Number:	R (Original Version is Revision 0)
Effective Date of Revision:	Month Day, Year (Date the current revision becomes effective.)
Date Approved by Board :	Date of the board meeting when the revision was approved. This allows one to find the board minutes of the board meeting when this revision was approved.
<p><u>POLICY</u> State or define the policy.</p> <p><u>PURPOSE</u> State the purpose of the policy.</p> <p><u>PERSONS AFFECTED</u> List persons, groups, committees, etc. who are affected by this policy.</p> <p><u>DEFINITIONS</u> 1. Define terms used in the policy.</p> <p><u>RESPONSIBILITIES</u> 1. List individuals, groups, committees, positions affected by the policy. 2. Use the RACI model if possible (Define who is responsible for implementation, who exercises authority for the policy, who should be consulted and who should be informed).</p> <p><u>ATTACHMENTS (Optional)</u> A. Free form attachments such as templates or other documents that explain aspects of the policy B. Attachments are included in the policy document and are referenced by capital letters to distinguish them from procedures.</p>	

Attachment B Procedure Template

Procedure Title	UUCB Procedure
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Policy Affected:	Policy Number and Title (S.N Policy Title)
Procedure Number:	S.N.P The policy number N this procedure implements plus the number of this procedure X
Effective Date:	Month Day, Year
Revision Number:	N (Original Version is Revision 0)
Date Approved by Board :	Date of the board meeting when revision was approved. This allows one to find the board minutes of the board meeting when this revision was approved.

PROCEDURE

1. Define all procedures required to implement the affected policy.
2. There may be multiple procedures defined for a given policy

ATTACHMENTS (Optional)

- C. Free form attachments such as templates or other documents that explain aspects of the procedure
- D. Any attachments are included in the procedure document and referenced by capital letters

Attachment C Policy and Procedure Files Location and Naming Conventions

Location of Policy and Procedure Files

The official copy of all Policies and Procedures will reside on the hard drive of the computer used by UUCC Church Administrator.

The files containing the Policies and Procedures will be stored in the following file structure. doc files must be filed. pdf files may be created and filed also.

UUCC Church Documents

 Policies and Procedures

 1 Board

 Current

 Prior Revisions

 2 Financial

 Current

 Prior Revisions

 3 Building

 Current

 Prior Revisions

 4 Administrative

 Current

 Prior Revisions

 5 Personnel

 Current

 Prior Revisions

 6 Committee Policies

 Current

 Prior Revisions

Policy and Procedure File Naming Convention

<Policy or Procedure Number> <Title> Revision <Revision Number>

Examples:

1.3 UUCC Policy on Creating and Revising Policies Revision 3.docx

1.3.1 UUCC Procedure for Creating and Revising Policies and Procedures Revision 0.docx