

11-2: Policy Development Framework

1. Responsibility Centre: Church Board

2. Rationale or Purpose

BCUC already has many policies in place, in a variety of formats, some implicit (decisions by Council (pre-2013) or the Church Board on a variety of issues), and some explicit (e.g. Baptism Policy).

A consistent policy format and procedure for policy development and approval facilitates decision making and provides clarity of intent.

On May 23, 2003, the Church Council passed the following motions:

- a) That Planning and Evaluation review the current policies and procedures manuals, binders, books, files, etc. used by the office, and submit a recommendation for a method of organizing the documentation for use by the office staff and others

- b) That Planning and Evaluation, at the beginning of each calendar year, review the decisions made by the Church Council and the Congregation during the previous year, and update the appropriate policies and procedures used by the Church staff, and report on this update at the Annual General Meeting of the Congregation.

On September 18, 2019, the Church Board (formerly the Church Council) moved that in the absence of a Planning and Evaluation Committee, the Church Board will oversee the updating of policies and procedures. It was also agreed that the updates would be undertaken biennially, rather than annually.

The adoption of a policy development framework meets a specific need identified by some members of Standing Committees.

3. Policy Statement

All policies to be adopted by the Church Board shall be presented in the attached format (Attachment 1) and shall follow the procedure below for their development and approval.

4. Scope

This policy shall apply to all Committees and to the Church Board.

5. Procedures

To adopt a new or revised policy in BCUC, the following procedure is followed:

- a) The sponsor of the proposed policy drafts the policy according to the attached format, completing all relevant sections.
- b) The sponsor presents the draft policy to the appropriate Committee or the Church Board for discussion, review and revision.
- c) The draft policy is forwarded to the Church Board.

- d) The draft policy is sent to any other Committees who are directly affected by the policy for consultation and comment.
- e) The policy is further revised, in consultation with the Sponsoring Committee, as necessary.
- f) When the policy review and revision has been completed and approved by the Chairperson of the lead Committee, the final draft policy is sent to the members of the Church Board for review, and discussion at the next meeting of Church Board.
- g) The Church Board either:
 - i) recommends changes to or re-examination of the policy, in which case the policy returns to the lead Committee for further work, or
 - ii) approves the policy with conditions or changes, in which case the changes are made and the completed final policy is implemented, or
 - iii) approves the policy for immediate implementation.
- h) The Church Board distributes the approved policy including inclusion in the BCUC Policy Manual.

6. Roles/Responsibilities:

In the absence of a Planning and Evaluation Committee, the responsibility for this policy framework rests with the Church Board

7. Definitions:

- a) Policy refers to a course of action, guiding principle, or procedure considered expedient, prudent, or advantageous.

8. References:

- a) Minutes of Church Council meeting, May 23, 2003
- b) Minutes of Church Board meeting, September 18, 2019

9. Approval authority: The Church Board

10. Reviewed: Church Board: September 18, 2019

Approved: Church Board: September 18, 2019

Replaces: June 2014

Attachment 1:

11-3: Policy Template

Policy: (Name)

1. Responsibility Centre: (Name of Committee sponsoring the policy) :

2. Rationale or Purpose

The rationale or purpose statement expresses “why” the policy is being written. The rationale or purpose may also contain or cross-reference “background” materials or more explanatory details regarding various factors that led to the development of the policy.

3. Policy Statement

The policy statement should be a concise statement of “what” the policy is intended to accomplish. The policy should only be a one or two sentence description of general organization intent with respect to the specific topic of the policy. The policy statement should be general enough to provide some flexibility and accommodation to periodic changes in technology.

4. Scope

The scope of the policy can set important parameters such as to whom will the policy apply (e.g., staff, Committee members, all BCUC members) and to what (e.g., paper and electronic records, information and computer assets, etc.)

5. Procedures

The procedures will detail “how” the policy statement will be attained. Procedures may also describe “enforcement” provisions or methods for appeal. Procedures are sometimes provided in a separate document or left for local determination to provide greater flexibility for updates as well as local control.

6. Roles/Responsibilities

The procedures may contain details about who is responsible for what. The policy should also identify who is responsible for maintaining and promoting the policy, and who will provide interpretations in the event of the need for clarification or when there is a dispute.

7. Definitions

Policies should be precise and easy to understand. Sometimes terms will need to be defined to clarify meaning. However, the policy should attempt to convey messages in simple yet precise terms; excessive definitions may make a policy document unreadable or subject it to greater scrutiny.

8. References

It is possible that there are other policies or organizational documents that complement, supplement, or help explain the provisions contained within the current policy. References to other policies or organizational documents (e.g. BCUC Handbook, UCC Manual) can improve the usefulness of the policy.

9. Approval authority: The Church Board

10. Reviewed: (Sponsoring Committee): (Date)

Approved: Church Board: (Date)

Replaces: (Date)