

**UUCC Procedure for Creating and Revising Policies and Procedures.**

**UUCC Procedure**

<b>Policy Affected:</b>	1.3 UUCC Policy on Creating and Revising UUCC Policies and Procedures.
<b>Procedure Number:</b>	1.3.1
<b>Effective Date:</b>	April 24, 2019
<b>Revision Number:</b>	0
<b>Date Approved by Board :</b>	April 23, 2019

**PROCEDURE**

1. Initiation of request: Any church member(s) or church staff member(s) may initiate a request for the creation of a new policy/procedure or a change in an existing policy/procedure.
2. The initiator(s) may submit a request to the Board for assistance in preparing the forms and documentation and following the relevant process.
3. Documentation: Requests for new or revisions to existing P/P should include the following documents to be submitted to the responsible committee
  - a. A memo/letter from the initiators which includes the following:
    - i. Identification of initiator(s) including Name(s), phone number(s), and email address(es).
    - ii. Identification of the new or revised P/P
    - iii. Identification of the responsible committee
    - iv. Rationale of the requested changes
  - b. The requested changes
    - i. A new policy will be created using the format defined in Attachment A Policy Template of 1.3 Policy on Creating Policies.
    - ii. A new procedure will be created using the format defined in Attachment B Procedure Template of 1.3 Policy on Creating Policies.
    - iii. If a request for revision or change:
      1. The initiator(s) will request a digital copy of the existing P/P from the church administrator.
      2. The initiator(s) will mark up the existing P/P using *Track Changes*
      3. The initiator(s) will have the watermark function enabled to show the word *DRAFT*.
      4. If the original P/P was not in the approved format, this process will include converting the new P/P into the appropriate format ( Attachment A Policy Template or Attachment B Procedure Template)
      5. The initiator(s) will submit the revised marked up document to the responsible committee for review.

4. Review: The Review will consist of the following steps.
  - a. At each step in the process the group making a recommendation or decision shall notify the initiator(s) and other involved groups (e.g., Responsible Committee, Church Administrator, etc.) of the decision being made.
  - b. The responsible committee will acknowledge receipt, including a proposed timetable for review.
  - c. The responsible committee will review the request and either approve, revise, or reject the request.
  - d. The responsible committee will notify the initiator(s) of the recommendation.
  - e. The initiator(s) will notify the responsible committee of agreement or disagreement with the committee decision.
    - i. If the initiator(s) and responsible committee reach a consensus:
      1. The request will be forwarded to the Board for approval or rejection.
      2. If the Board rejects the request, the initiator may request one (1) review of the decision during which the initiator(s) may present additional supporting arguments.
    - ii. If the responsible committee rejects the request, the initiator(s) may request a Board review of the decision.
    - iii. If the final decision is to reject the request, the initiator(s) may resubmit their request following the next Board elections with revisions addressing concerns identified in the review process.
  - f. The Board minutes will reflect the process of review and rejection or approval in sufficient detail that the process can be understood by future Boards.
5. Recording the new or revised P/P
  - a. The Board minutes will reflect the process of review and rejection or approval in sufficient detail that the process can be understood by future Boards.
  - b. The Board secretary will transmit the marked up copy to the Church Administrator.
  - c. The Church Administrator will create a final copy by resolving all track changes and removing the *DRAFT* designation before publishing the approved P/P.
  - d. The Church Administrator will record and publish the new/revised P/P as detailed in Policy 1.3.