

WOODCLIFF UNITED CHURCH POLICY FOR CREATION, REVISION, APPROVAL, AND REMOVAL OF POLICIES

This Policy represents the intention of Woodcliff United Church (WUC) with regard to the process that will be followed for the creation, revision, approval, and removal of policies at WUC.

STATEMENT OF BELIEF

*We sing of a church,
seeking to continue the story of Jesus,
by embodying Christ's presence in the world.
We are called together by Christ,
as a community of broken but hopeful believers,
loving what he loved,
living what he taught,
striving to be faithful servants of God,
in our time and place. (A Song of Faith, 2006)*

STATEMENT OF PURPOSE

This document has been developed to ensure the good governance of the spiritual life and temporal affairs of WUC. Sound policy development:

- defines the ethics and identity of WUC
- provides guidelines for the good governance of the church while overseeing its daily operations and promoting the efficient use of resources
- ensures the safety and well-being of the Members, Adherents, and User Groups of WUC
- provides clarity in language to prevent misunderstandings and conflict in church management
- clarifies decision making processes within the governance structure of WUC
- defines accountability
- provides a mechanism for dealing with exceptions
- ensures legal compliance with The Manual of the United Church of Canada and with the governing laws of the province and country
- guides the Minister as to the practice of ministry at WUC
- protects WUC and its Officers from litigation in matters pertaining to the church

POLICY

- The policies of WUC shall not contravene the Constitution and By-Laws of The United Church of Canada, the laws of Canada or Alberta, or the WUC Constitution.
- Policy proposals may come from many sources within and beyond the Congregation of WUC. Typically the need for a new or revised policy will be identified by the Council of WUC, a Committee or Sub-Committee of Council, the Minister, the Board of Trustees or a Member or Adherent of WUC.
- All proposed new policies, significant revisions to policies as deemed such by Council, and policy removals shall be recommended by Council to the Congregation for approval at either a Special or the next Annual Congregational Meeting. Notice must be given 2 weeks in advance of the meeting.
- Administrative revisions that do not alter the intent of a policy may be made by the Council.
- Where there are Guidelines, Procedures, Definitions, Forms or other types of supplemental information attached to policies, such information and subsequent changes to it, will be established and ratified by Council.
- All new and significantly revised policies will take effect following a majority, affirmative vote by those having voting privileges at a Congregational Meeting.
- All new and revised policies that have been approved shall be reported within 2 weeks of their approval in the weekly Sunday bulletin and the WUC website, and by any other means of communication deemed appropriate.
- A summary of all policy changes shall be recorded in the WUC Annual Report.
- Policies shall be available for review during Church Office hours by Members, Adherents or any other interested party.
- Policies must be reviewed at least once every 3 years.
- A paper and electronic copy of all policies and revisions shall be kept in the Church Office in a Policy Binder as well as in an electronic version (method of electronic storage and location to be determined).

ADMINISTRATION

This Policy is administered by the Council of WUC.

Approved by the Congregation at the 2016 Annual Congregational Meeting

Date: _____

Signatures:

Council Chair

Council Secretary

GUIDELINES

- Council will refer proposed policies to either a standing Committee of Council or an ad hoc committee to be responsible for drafting and development.
- Draft policies will be reviewed and revised by the appropriate Committee and will only be submitted to Council for consideration once that Committee is satisfied with the draft policy.
- All policies need to be reviewed through the lens of Duty of Care and the Mission, Vision and Values of WUC.
- All policies shall be stated using a standard format and identified with a unique, alphanumeric identifier.
- Each page of a policy shall be numbered together with a total of the number of pages in the policy so that it will read '1 of 8' or, alternately, '1/8'.
- Each page of a policy (approved or draft) shall have a footer that includes the policy name and an assigned unique identifier. All draft versions of policies will include the date and be identified as draft with an inscribed watermark.

REFERENCES

A Song of Faith: A Statement of Faith of the United Church of Canada (2006)

Guidelines for Developing Policies and Procedures, United Church of Canada

The Manual, The United Church of Canada (2013)

WUC Constitution (2016)

WUC Duty of Care Policy

Original Approval Date: March 13, 2016	Review Dates:	Next Review Date:
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