

EMMANUEL LUTHERAN CHURCH

Policy & Procedure Format

**Approved By The
Congregation Council
APRIL 9, 2019**

This policy and procedure was developed to help Emmanuel Lutheran Church committees create written guidelines and document processes used within their respective committees. In some instances Policies and Procedures will have broader application, for example, Policies and Procedures created by the Finance Committee relating to expenditure of church funds. Policies and Procedures should also be used as a communication tool for other committees to understand how the originating committee completes its work and as a training tool for new committee members.

All Policies and Procedures must be submitted to the Congregation Council and receive Council approval prior to being implemented. This process both creates lines of communication and organization within the Church.

The committee that originated a Policy and Procedure that is approved per this policy is responsible to insure that other committees effected by the newly approve policy and procedure are provided with a copy as soon as possible. Copies must also be distributed to all committee members, the Pastor and Church Secretary.

See page 2 for format outline.

“POLICY & PROCEDURE FORMAT”

EMMANUEL LUTHERAN CHURCH

Your Committee’s Name

Approved By The
Congregation Council
“DATE”

TITLE OR SUBJECT:

A title or subject for the policy/procedure title would be placed in this area.

Content of the Policy & Procedure

+ This area will contain the information that describes or outlines the reason for the policy/procedure and the content of the policy/procedure.

+ For Policy/Procedure “Revisions” the following statement must always be included in the revision of the policy/procedure:

This revision supersedes and replaces all previous versions and revisions of a Policy & Procedure with this Title, Subject or Content.

+ This paragraph must be included in every Emmanuel Lutheran Policy & Procedure:

The Congregation Council may eliminate, or revise/modify this Policy & Procedure at any time.