

EMMANUEL LUTHERAN CHURCH

POLICY AND PROCEDURES REVIEW COMMITTEE

Description of Duties per C4.04 of the Emmanuel Lutheran Constitution Bylaws & Continuing Resolutions Adopted January 25, 2015

Approved By the Church Council
OCTOBER 8, 2019

ESTABLISHMENT

This committee has been established to review Policies, Procedures, Bylaws, Organizational Structure and Administration at Emmanuel Lutheran Church per paragraph C4.04 of the Emmanuel Lutheran Constitution Bylaws & Continuing Resolutions Adopted January 25, 2015.

COMMITTEE GOAL

The goal of this committee is to engage in reviews to identify areas of need and then develop written revisions, or recommendations, guidance or methods to those policies, procedures, Bylaws, organizational structure or administration to improve the function of the Church Organization to better serve the congregation.

The Policy and Procedure Review Committee is additionally tasked to:

1. Educate and re-educate Emmanuel Lutheran Church committees and committee members concerning each committee's respective responsibilities, duties, mission, and the Emmanuel Lutheran Church policies and procedures that apply to it.
2. Perform an annual review of Emmanuel Lutheran's Committee Descriptions and all Policies and Procedures to ensure they are current and being utilized/followed as required.

AUTHORITY

To accomplish this task, this committee is empowered to request from all other current or future committees of Emmanuel Lutheran Church to cooperate and support the work of the Policy and Procedure Review Committee. This committee may also make requests to employees of Emmanuel Lutheran Church in the performance of its work.

The Policy and Procedure Review Committee is subject to the direction of the Congregation Council. This committee has no authority to make changes without the approval of the Congregation Council. The Congregation Council may revise, add to or withdraw any authority bestowed upon this committee at any time. In addition, the Congregation Council may disband this committee at its discretion.

COMMITTEE MEMBERSHIP

This committee will have a maximum of six (6) members with one member being the committee chair. The Church Council will approve membership for this committee, however nominees for this committee may be offered by the committee itself, Pastor or Congregation Council. The Congregation Council will appoint the chair for this committee. Committee members will serve continuously, until the member chooses to withdraw from membership or is removed by direction of the Congregation Council. The Congregation Council may, as it sees fit, select a new committee chair annually.