

POLICY REVIEWS and REVISIONS

The Board of Elders at Metropolitan United Church requires all approved policies to be reviewed annually – as stated in every policy – and revised to reflect changes when they occur. All committees and groups are responsible for the maintenance of their policies and/or terms of reference. For the purpose of this particular policy, the words “policy” and “policies” refer to both terms of reference and policies and procedures.

Procedures

1. The Policy Project Lead maintains a schedule of reviews and notifies respective committee Chairs or group leaders of the policies requiring changes. A record is kept of the policies reviewed.
2. If changes are appropriate, the committee Chair or group leader oversees the development of a new / revised recommended policy. After the committee or group approves the revisions, the Policy Project Lead sends the policy to the Board for approval as required.
3. The most current date of approval or revision is recorded on each policy. Where documents are reviewed and reconfirmed, the previous date remains on the document.
4. Version control is the responsibility of the Policy Project Lead for both manual and electronic copies available to the public.
5. The Policy Project Lead is responsible for the physical maintenance of all hard copies in the policy manual to ensure it remains current. A manual of the latest approved policies is currently available in the church office. Members and staff may borrow the binder or obtain copies anytime during business hours.
6. The Policy Project Lead is also responsible for ensuring the integrity, maintenance and up-to-date status of Metropolitan’s website copy. This requires close communication with the website manager.
7. The “master copy” of all approved documents is filed electronically by the Policy Project Lead who is responsible for storing a full back-up copy of the “master copy” on a monthly basis and for backing up draft copies of revised/new policies in the “work folder” on a weekly basis.
8. Hard copies of outdated approved policies are retained in Metropolitan’s Archives for six years.

Related Metropolitan Policies

Audio/Visual Media

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Approval Meeting of Board of Elders:	March 2015
Approval by Project Policy Team:	January 2015
Previous Version Date:	January 2015
Group / Committee Responsible:	Project Policy Team