

<b>Administrative Policies</b>			
<b>Source:</b> Standing Committee on Governance	<b>Authority:</b> Standing Committee on Governance	<b>Original Approval Date:</b> May 2008  <b>Last Review Date:</b> Jan. 2015	<b>Next Review Date:</b> Jan. 2019
<b>Purpose of Policy:</b>  To provide guidelines for the drafting, approving and reviewing of administrative policies.			
<b>Theological Rationale:</b>  As a community of faith, the congregation of Eastminster United Church seeks to discern the will of God and to pursue its mission accordingly. In order to do so with faithfulness, the congregation elects and appoints elders and officers to be its leaders. The responsibilities and authority of church leaders, including staff, are prescribed in policies which ensure that the administrative obligations of the congregation are honoured and fulfilled. This policy provides guidelines for the drafting, approval and review of policies which form the administrative framework for the congregation and its leadership.			

## 1.0 Scope of Policy

- 1.1 This policy describes the process by which the administrative life of Eastminster United Church may be properly managed through the drafting, approval and review of its policies.
- 1.2 Final authority for the approval and amendment of administrative policies normally belongs to the Church Council in all matters except those which, according to the Constitution of Eastminster Church (Section I.5) require action through due process by the congregation. The Church Council shall have the discretion to refer any matter for action by the congregation.

## 2.0 Source

- 2.1 Administrative policies shall normally be drafted by the Standing Committee or other administrative body which oversees the area of church operations to which they pertain.
- 2.2 The Standing Committee on Governance shall be available, upon request, to support the work of drafting policies.
- 2.3 Policies may be drafted or reviewed by the administrative body which oversees the area of church operations to which they pertain, on recommendation of the Standing Committee on Governance, or at the direction of the Church Council.
- 2.4 The Standing Committee on Governance shall be responsible to draft or review policies which do not clearly fall into an area of church operations for which any other administrative body has jurisdiction.

## 3.0 Format

- 3.1 Administrative policies shall be identified by their title, their source and numbered numerically. (eg. GOV-02)
- 3.2 Each administrative policy shall include:
  - i) The administrative body which drafted the policy ('Source');
  - ii) The administrative body which has responsibility for administering the policy ('Authority');

- iii) The “Original Approval Date” and “Last Review Date”
- iv) The “Next Review” date by which the policy review is to be completed by; (assigned by the Standing Committee on Governance)
- v) The purpose of the policy;
- vi) The theological rationale for the policy;
- vii) The scope of the policy;
- viii) One or more sections detailing the guidelines, procedures and other protocols of the policy;
- ix) Reference to any statute or directive of senior regulating bodies (eg. The General Council of The United Church of Canada, Province of Ontario) upon which the policy is based.

3.3 The format of this policy is to be used as a template for all administrative policies.

#### **4.0 Approval**

- 4.1 A proposed administrative policy shall normally be discussed and approved by members of the originating body.
- 4.2 When members of the originating body have agreed on its wording, the proposed administrative policy shall be referred to the Standing Committee on Governance for review concerning format, language, compliance with statute or directive, and consistency with other administrative policies of the congregation.
- 4.3 Proposed administrative policies shall normally be presented to the Church Council by the originating body after it has considered the advice of the Standing Committee on Governance. Approval shall require a simple majority of a quorum of Church Council members.

#### **5.0 Review**

- 5.1 Administrative policies shall be regularly reviewed by the date stipulated at the time of their approval or sooner, on recommendation of the Standing Committee on Governance.
- 5.2 Amendments to administrative policies which result from their review shall be approved in accordance with the same process described in Section 4 of this policy.
- 5.3 The Standing Committee on Governance is responsible to maintain a log of all policies including all subsequent review dates.