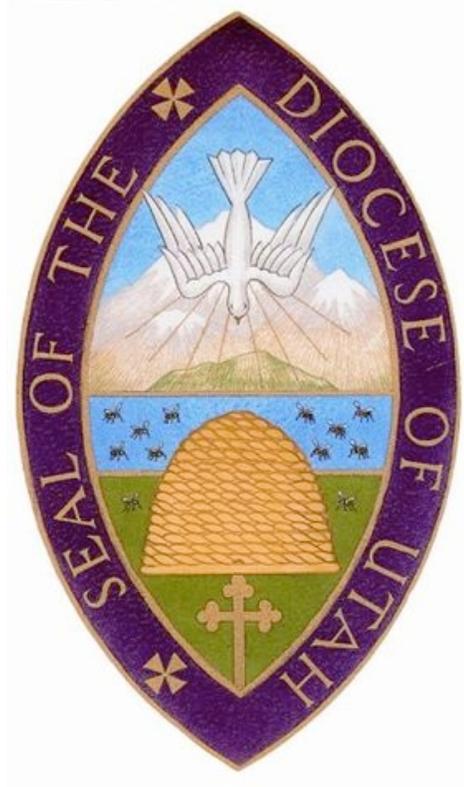


# Policy on Policies



**The Right Reverend Scott B. Hayashi, Eleventh Bishop of Utah**

**Policy Number: A001**

**Revision Number: 5**

**Approved by the Bishop and Diocesan Council: December 20, 2015**



# The Episcopal Diocese of Utah

## Policy on Policies

Policy Number: A001

December 20, 2015, Rev 5

### **PURPOSE**

This policy lists guidelines for the creation, issuance, and review of Diocesan policies. The Chancellor's Office is the official repository of Diocesan policies and procedures. Policies are also posted on the Diocese of Utah's web site and are available electronically to each parish and ministry.

### **POLICY**

The Bishop, Diocesan Convention, Standing Committee, Diocesan Council, Committees, Commissions, and Staff constitute the main resident bodies for policy formulation. These bodies formulate and recommend policies to the Policy Review Committee appointed by the Bishop. The Committee checks for consistencies with other policies/procedures and with the Constitution and Canons of TEC and the Diocese and civil law. The Policy Review Committee then makes recommendations to the appropriate body (usually the Standing Committee or Diocesan Council), which in turn provides a recommendation for approval by the Bishop.

Generally, policies applicable to corporate matters, the ordination process, clergy deployment, real property matters, risk management and governance are managed and approved by the Bishop and Standing Committee. Policies applicable to budget and financial management, ministry programs and development and grant programs are managed and approved by the Bishop and Diocesan Council. Internal management policies and procedures may be adopted by the Bishop.

The responsible office ensures the accuracy and timeliness of policies and procedures relating to their areas or ministries. This responsibility includes proper notification of changes and updates to these policies and procedures, and conducting an annual review of policies.

#### **1. Policy Management**

The Chancellor's Office and the Policy Review Committee are responsible for currency, accessibility, and standardization of Diocesan policies. The Chancellor's Office has been established as the repository of policies and procedures. They will ensure that they are available in an electronic format, easily accessible to all in the Diocese, particularly the individual parishes and missions, which may desire or be required to derive their own policies from those of the Diocese. Policies and Procedures will be made available on the Diocesan web site.

The Chancellor's Office and the Policy Review Committee will assist in the collection, review, and distribution of new and revised policies and procedures. Diocesan Staff, the Standing Committee, Diocesan Council, Committees, Commissions, and Ministries are responsible for identifying areas that are in need of new or revised policy or procedure



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changes, for recommending appropriate policy statements and procedures, and for assuring adherence to established policies and procedures in the conduct of their affairs. The Chancellor's Office will assist in that identification when the requirement is necessitated by action of General Convention, Diocesan Convention, or civil law.

### 2. Procedures

The Chancellor's Office will maintain the Master List of policies and policy numbers. An approved copy of each policy will be kept on file. The policies and procedures will be published on the Diocesan Web Site, and users may print copies directly from the web site as needed.

Procedures to initiate, review, and approve new or revised policies are as follows:

**2.1** The need for a new or revised policy is identified by the Bishop, appropriate Staff, Standing Committee, Diocesan Council, Committee, Commission, or Ministry. Once identified, an initial draft of the required policy/procedure should be prepared and submitted to the Policy Review Committee. They will complete a review, in concert with the Chancellor, to determine the specific requirements of the policy and to highlight the presence of any potential conflicts with existing policies or procedures.

**2.2** The resulting preliminary draft of the new policy or procedure will be circulated for review and comment to those responsible for the subject matter. Comments and any required changes will be incorporated for the review and recommendation of the Standing Committee, Diocesan Council or Bishop as appropriate to the subject.

**2.3** Recommendations will be forwarded to the Bishop for final approval.

**2.4** The Chancellor's Office maintains files that contain pertinent materials applicable to the development of each new policy and procedure. Included are copies of the various drafts, comments concerned with their review and revision, and a tracking sheet denoting the approval of each affected Staff, Council, Committee, Commission, or Ministry.

**2.5** Once the policy has been approved, the new policy or procedure will be posted to the Diocesan web site.

**2.6** Information about new or changed policies may be announced in the Diocesan news media, through e-mail messages, or released in a memorandum by those responsible for the policy.

### 3. Updates

When changes or updates are made to an existing policy, the information should be sent to the appropriate approval entity. The policy will be updated, the date and revision



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number changed and the revision noted on the Master List; then returned to be processed in accordance with procedures listed in Section 2, as appropriate.

To ensure that policies are kept current, the Chancellor's Office will distribute policies to be reviewed annually by the Standing Committee, Diocesan Council staff, Committee, Commission, or Ministry responsible for each policy. Each review will be cited on the Master List, even if no revisions are required.