

POLICY MANUAL PROCEDURES **(June 2007)**

Procedures for Maintaining/Updating the Policy Manual

- The Policy Committee will review the PGBC Policy Manual every year.
- The Policy Committee will be responsible for making copies of all current policies/procedures and distributing to the appropriate persons/committees for review.
- Changes to existing policies/procedures/committees must be requested on the “*Church Policy Manual Change Form*” and submitted to the Policy Committee.
- The Policy Committee will be responsible for reviewing the data, presenting for church approval, and ensuring the final copy is placed in the policy manual.

Incorporation of New Policies/Procedures

- All new permanent church committees, policies/procedures, or other church practices must be incorporated into the manual.
- The policy initiator must use the “*Church Policy Manual Change Form*” to request new policies/procedures/committees and submit to the Policy Committee as a recommendation for review.
- The Policy Committee will be responsible for presenting it to the church and other necessary personnel for final approval.
- Once final approval is obtained, the Policy Committee will be responsible for ensuring the new policy/procedure is placed in the policy manual.

Each church family will receive a Policy Manual. All additions, deletions, and/or revisions to the manual will be made available annually to families having a Policy Manual. New manuals can be obtained from the church office.