

POLICY COMMITTEE

(September 2020)

Purpose

To provide, organize, and maintain policies and procedures related to church administration. To update the bylaws and make recommendations to the church for approval.

Organization

Committee shall be composed of four individuals and a Deacon representative.

The four individuals serve a two-year term with two rotating off each year.

Committee is recommended by the Nominating Committee and elected by the Church.

Responsibilities

- Develop, organize, and maintain the Church Policy & Procedure Manual. Manual will include Articles of Incorporation, Bylaws, Officers of the Church, Committees, Ministries, Facilities, Forms, and Policies.
- Work with church leaders and committees to validate information.
- Ensure policy manual is maintained and updated annually.
- Submit changes to church for approval/adoption.