

Policy Review and Revision Procedure

The Board will review all Board Policies at a minimum of once per year.

Revision to a current policy can be suggested by: a Board member, congregational member, ministers, staff or members of the Policy Committee

Policy Committee is available to assist the Board with an annual policy review. Revisions and suggestions may be proposed at any time and/or via an annual policy review and summary to the Board President.

Suggested revisions are communicated to the Board and included as an official meeting agenda item for Board discussion and consideration

With Board consensus and approval, a policy revision is recorded in the meeting minutes

At time of approval, the Board determines which stakeholders need to be notified and how

The Board Secretary is responsible to work with church staff to assure that any updated policies are updated and posted on all Governance resources in a timely manner.

Per Board Policy, the Board will conduct a major review at least once every 5 years. Policies underwent a major revision during the 2024-25 Board year and were approved in September 2025

Revision #1

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