

# ***First Parish Church of Stow and Acton***

## **Policy on Policies**

Policy # 001

Revision # 002

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### **I. POLICY STATEMENT**

The policies of the First Parish Church of Stow and Acton (FPC) are to fit within the mission of the church (see *References* below). They are to be consistent with and to supplement the Bylaws of the church.

### **II. SCOPE**

First Parish Church of Stow and Acton's policies are intended to guide and direct the general actions, behavior of the FPC community and the church committees.

### **III. RESPONSIBILITY**

It is the responsibility of the FPC President and the Board of Trustees to ensure that all FPC policies are written. The Board of Trustees will write policies that apply to the church as a whole, and will delegate policies to the Chairs of church committees, or other subject matter experts, as appropriate.

The Clerk of the Board of Trustees is responsible to see that existing policies are maintained.

It is the responsibility of the FPC President and the Board of Trustees to ensure that the FPC community is aware of the FPC policies and said policies are available for reference.

It is the responsibility of the policy Originator to identify a policy Steward when the originator is no longer serving as policy owner. The originator will provide the new Steward's contact information to the Clerk of the Board of Trustees. If the Originator or Steward is not available, the Board may appoint a Steward to be responsible for the maintenance of the policy.

It is the responsibility of the *Originator or Steward* to review the policy annually and initiate changes if warranted to be approved by the Board of Trustees.

### **IV. DEFINITIONS**

**FPC Community:** The FPC community is defined as FPC members and friends, FPC employees, those who attend FPC services and other functions of the church and renters of FPC facilities.

**Originator:** the name of the primary person who authored the original policy or procedure. The originator must be a member of FPC.

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Steward: the name of the current person who is responsible for the content of a policy or procedure already approved by the Board of Trustees.

### V. REFERENCES

#### FPC MISSION:

We welcome all who seek a vibrant spiritual home where together we lovingly challenge and transform ourselves.

Empowered by our congregation's rich history and our Unitarian Universalist traditions, we commit to courageously build a caring and just world.

### VI. APPROVAL SIGNATURES

Helen Ham, Clerk / March 6, 2021

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Originator / Date

On behalf of the Board of Trustees



March 12, 2021

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FPC President / Date