

First Parish Church of Stow and Acton

Policy on Updating and Maintaining FPC Policies and Procedures

Policy # 025

Revision # 000

I. POLICY STATEMENT

Article 11, Section 2 of FPC Bylaws states:

“The Clerk, or designee, is responsible for maintaining and updating the policies [approved by the board of Trustees.]”

The Clerk is also responsible for maintaining and updating Board specific procedures.

II. SCOPE

First Parish Church of Stow and Acton develops policies and procedures to guide the management of the church and its committees. Policy originators, stewards, and Individuals with specific policy expertise come and go. Policies can remain relevant or become obsolete. This policy details the Clerk’s responsibilities for maintaining and updating policies and procedures that support FPC operations.

III. RESPONSIBILITY

Clerk Responsibilities:

The Clerk of the Board of Trustees maintains a list of policies and Board procedures, their titles, numbers, originators and current stewards.

The Clerk is responsible for contacting originators or stewards annually to ask if the policy is current, requires updating, and who is the current steward. This includes Board specific policies and procedures.

The Clerk is also responsible for recommending to the Board whether or not a policy should remain the same, be updated or be retired.

Steward Responsibilities:

Policy and/or Procedure stewards are responsible for reviewing their policy and/or procedure annually with knowledgeable church members and updating appropriately.

The steward is responsible for notifying the Clerk if their policy will remain the same, be updated or retired.

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Updated policies need to be submitted to the Board of Trustees for re-approval.

IV. DEFINITIONS

Originator: the name of the primary person who authored the original policy or procedure.

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

none

VI. APPROVAL SIGNATURES

Helen Rolfe Ham / 02/01/21

Originator / Date

On behalf of the Board of Trustees



2/12/2021
FPC President / Date