A. Purpose of this Policy/Procedure

This Policy/Procedure describes the types of formal documents that are to be used at TVUUC and the process for the writing, reviewing, approving and distribution of these documents

B. Scope

This Policy/Procedure will apply to all formal documents used by TVUUC that are deemed necessary for the effective and efficient management of church-related activities.

C. Responsibility

Anyone writing, reviewing, approving or revising formal TVUUC documents shall be made aware of this procedure and shall follow the directions set forth herein.

D. Policy Statement

In order to effectively apply the principles of Policy Based Governance, it shall be the policy of Tennessee Valley Unitarian Universalist Church to have, where reasonable and appropriate, officially approved, formal documents that provide effective and efficient guidance for the proper conduct of church-related activities. Further, these documents shall be made readily available to anyone engaged or interested in TVUUC activities.

The above Policy Statement has been reviewed and approved by the Board of Directors. Board approval is reflected in the minutes of the Board and formalized below by signature of the President of the Congregation. Authority to approve any associated procedure(s) is conferred to the Executive; Yes ☑ No ☐ If "No", the Board retains authority to approve associated procedures.	
Approved by: Linda Randolph, President	Signature/Date Signed 12/9/11

E. Procedure

1. Glossary of terms – Not Applicable

2. Document Types – The types of documents covered by this Policy/Procedure are as follows:

   a. Policy/Procedures – These are instructional documents that provide policy level requirements and instructions (procedures) on how that policy

is to be implemented. This specific document serves as an example of a Policy/Procedure and provides the process for developing documents.

b. **Job Descriptions** – These are informational documents that describe the job qualifications, requirements and duties for a staff position. These documents are required for all paid staff positions and may be required for some key volunteer staff positions.

c. **Charters** – These documents have been referred to as Job Descriptions for committees and serve a similar purpose in that they are intended to define the roles and responsibilities for committees and Task Forces.

3. **Document Formats** – The formal documents described by this policy/procedure, with the exception of Job Descriptions, will follow the same general format as the one used here. The format for Job Descriptions is as described in the separate Policy/Procedure for Job Descriptions. Major format elements of the document shall be as follows:

a. A **standard header** identifying the type of document, the specific document title, the number assigned to the document, the page number and total number of pages will be included on each page of the document. The first page header will include all this plus the name of the primary author or authors and spaces for approval signatures and the dates of approval.

b. **Document sections** will be identified following the same format sequence as illustrated in this document, specifically: A.,1.,a.,1.,a.

c. **Major sections** of each document will be identified with bold letters. For each document type, these major sections should be the same but there may be exceptions. Should that be the case, list the section heading anyway and insert "Not applicable".

4. **Document Numbering System** - Documents will be numbered in accordance with a simple, three-part alpha-numeric numbering system (Example: PP-001-00)

a. **First part** - A two-letter alpha code that will designate the type of document as follows:

1. **PP** – Designates a Policy/Procedure

2. JD – Designates a Job Description

3. CH – Designates a Charter

b. Second part - A three-digit, sequentially assigned number that will designate the specific document. This sequence will be started at 001 for each type of document.

c. Third part – A two-digit, sequentially assigned number that designates the revision history of the document. The first issue of a given document will be assigned -00, the first revision will be assigned -01, the second revision -02 and so forth.

5. Writing and review of documents

   a. General concepts

      1. Identification of need

         a. Before writing any document, be certain that a valid need exists.

         b. Determine that the driving issue has not already been covered in an existing document or that it could not be best covered by revising an existing document instead of creating a new one.

      2. Appearance

         a. All official documents will be formatted in a standard manner using the templates described herein.

         b. All official documents will use Times New Roman 12 as the standard text font and Gill Sans for the headers.

      3. Writing Style

         a. Keep the writing simple. Do not use inflated language. Don't make the ordinary seem extraordinary by using big words. Don't obscure the meaning by using unfamiliar words and phrases. Strive for simple and straightforward direction and/or information

    b. Use jargon judiciously. If unavoidable, use a glossary to ensure a common understanding of the word or phrase.

    c. Make sure the intention is clear. For example, if something needs to be done in a certain way, use words like "shall" or "must". However, if only offering a suggested approach the words like "should" or "may" are more appropriate.

b. Developing content

    1. The Primary Author (PA)

        a. More often than not, a single person will take the "lead" in writing a given document. This person may be on a committee that is driving the development of the document and he/she will need to confer with others. However, it is important that this individual accountability for writing the document be clearly conveyed.

        b. The PA may not know everything about the given subject but has the ability to engage with others and to construct the document in an effective manner.

        c. The PA will be identified in the header of the document and will be the person to whom questions or comments about the document are directed.

    2. Review by appropriate stakeholders or Subject Matter Experts (SMEs)

        a. Every effort should be made to engage the appropriate stakeholders or SMEs in the review of a given document before it is submitted for approval. Certainly, if it is a committee related document, all current members of the committee should have input as well as ex-members who might have an historical perspective on the topic.

        b. An SME could be someone who is the lead person of a given activity or one who is known to be an expert but, for whatever reasons, is not available to write a needed document. Since they are obviously knowledgeable in the

area and could be impacted by any related documents, their input into the document content is essential

6. Forms

    a. Forms that are required by a document should be developed and included with the document as an Appendix

        1. The approval of a document will automatically include the approval of any associated forms

    b. A separate forms library will be established and maintained by the Church Administrator

    c. Further guidance on the development and usage of forms will be provided in a separate Policy/Procedure document if necessary

7. Approval Process - Different document types have somewhat different approval processes as follows:

    a. Policy/Procedure Documents

        1. Policy/Procedure documents have a two-stage approval process as illustrated by the document format. Section D of the document provides the Policy Statement. This statement, which identifies the "what", requires approval by the Board of Directors.

        2. At the time of approving the Policy Statement, the Board will decide if the procedural sections, which describe the "how", must be approved by the Board or if that approval might be best placed under the authority of the Executive Team.

            a. Typically, the Board will retain the authority to approve the procedures only for those documents that are Board-related activities (e.g. Proxy Voting)

        3. If this procedure approval authority is relinquished by the Board, the Executive Team will approve the document and the Sr. Minister or, in his absence the Director of Administration, will sign the document on behalf of the Executive Team.

    b. Charters

1. All Charters are to be approved by the Board. After the Board has reviewed and approved these documents and this approval has been reflected in the minutes, the Board President will sign and date the document on behalf of the Board.

c. Job Descriptions

1. Job Descriptions will be developed in accordance with guidance that may be provided by the Personnel Committee and other resources such as the UUA. Job Descriptions for all staff other than the Sr. Minister will be approved by the Executive Team with either the Sr. Minister or the Director of Administration signing the document as appropriate.

8. Document File Maintenance and Distribution

a. All approved documents will be maintained and distributed by the Church Administrator's office

1. Electronic Files

a. An electronic master file for all approved documents will be established and maintained by the Church Administrator

b. After each document is officially approved (signed), the document will be scanned and the resulting PDF file will be added to the master file.

c. Previous revisions of the newly approved document will be transferred to a history file

d. Electronic copies will be posted to the church web site where they will be available for on-line review and download

2. Hard Copy Files

a. All officially approved documents (signed) will be kept in a hard copy master file that is established and maintained by the Church Administrator.

b. A binder of all current documents will be established and maintained by the church administrator. This binder will be kept in the church library at all times and always available for reference.

c. Anyone needing a personal copy of any official document may request one from the church office.

d. Only the current version of any given document will be maintained in hard copy format. All previous versions will only be available in electronic format

9. Document Revisions

a. All formal documents should be considered "living" documents and, as such, should be revised whenever necessary.

b. Anyone desiring to propose a revision to a document may do so. Any proposed changes should be first discussed with the document's author or the committee responsible for the current document.

c. Document revisions may be initiated by requesting a copy of the current document (either electronic or hard copy) from the Church Administrator. A marked-up copy can then be created reflecting your changes which can then be discussed with others. The Church Administrator will provide assistance in getting the revised document submitted for official approval.