

**ST. JAMES LUTHERAN CHURCH
GETTYSBURG, PENNSYLVANIA**

**Number 1.00.10
Subject New or Revised Policies
Effective Date 3/19/14
Committee Personnel**

Organization/New or Revised Policies

A. Process For Committee Recommendation of New or Revised Policy

1. Revisions should be made using the Track Changes function (single strikethroughs on deleted text and italics or underline used for new text – color text does not copy well)
2. Track Change copies should be submitted to the church office with committee minutes.
3. New policies should be typed in the format used for St. James policies. The Office Finance Manager will assign new policy numbers (i.e.: 1.30.49 Worship and Music Committee).
4. New policy computer files should be titled with the policy number followed by the subject name as written on the policy.
5. Policy additions and changes should be submitted electronically to the Congregation Council president for presentation to council.

B. Process After Congregation Council Approval

1. Electronic Track Changes policies reflecting changes made to existing policies should be sent to the Office Finance Manager by the president.
2. The policy with tracked changes or new policy shall be attached to Congregation Council minutes when filed.
3. The Office Finance Manager (or designee) will convert the policy with tracked changes to a new document in standard policy format with a revision date (date approved by the Congregation Council) listed under the original date of policy approval.
4. The policy shall be posted to the web site with other posted policies.
5. The Office Finance Manager (or designee) shall email revised/new policy to Pastors, Personnel Committee members, and Staff in possession of policy notebooks.
6. The Office Finance Manager (or designee) shall update the library policy notebook. (Those with a policy notebook are responsible for printing new/revised policies and updating their notebooks.)