

## **POLICY and PROCEDURE**

**St Luke Lutheran Church of Sacramento, California**

**Number:** P&P-1999-2

**Title:** POLICIES and PROCEDURES – DEFINITION & DEVELOPMENT

**Board/Committee:** Executive Committee

**Effective Date:** June 15, 1999, Revised March 1, 2021, Reviewed September 19, 2023

**Voided Date:**

**References:** Constitution/Bylaws – C11.01.01, C12.04.01, C12.05.01, C13.10.01, C13.17.01

**DEFINITION/PURPOSE:** A Policy and Procedure (P&P) describes the functions of various church organizations, establishes church policies, and defines continuing church operating procedures. P&Ps are developed by the church boards and committees and presented in written or electronic format to the Congregation Council for adoption or disapproval. Issues that require a new or change to policies and procedures that originate during a Congregation Council meeting are referred to the appropriate board or committee for development.

**Files:** Copies of each adopted P&P are filed as follows:

- a. Hard Copy – Hard copies of each adopted P&P are filed, as described below, in the church Office files. Hard copy P&P files are not to be removed from the church Office files.
  - i. One copy is attached to the Congregation Council meeting minutes at which the P&P was adopted.
  - ii. One copy is filed in numerical order in a separate file for only P&Ps.
- b. Electronic Copy – An electronic copy of each adopted P&P is filed on the church website in numerical order. The file index (listing) shall include the (i) P&P number, (ii) originating board or committee, and (iii) title.

**Review:** The Church Secretary or a person appointed by the Executive Committee will review each proposed P&P, prior to adoption, for consistency in formatting. This person will be available also to assist originating boards or committees in the preparation of proposed P&Ps, if requested.

**Effective Date and Period:** Unless otherwise specifically stated, the P&P becomes effective on the date of adoption by the Congregation Council. P&Ps remain in effect until voided by appropriate Congregation Council action. Any conflict between two separate P&Ps will be resolved prior to approval of the later P&P.

Revised P&Ps supersede all corresponding Continuing Resolutions and P&Ps with an earlier date.

Voided P&Ps will remain in the Office files with the voiding information added to the document and a dark heavy line drawn through each voided document. Voided documents shall be removed from the website.

**P&P Number:** The P&P number shall consist of “P&P” followed by the year adopted (four digits), and then the appropriate sequential or serial number. Serial numbers are assigned in sequential order beginning with “1” for each calendar year without regard to the originating board or committee. For example, the third P&P for 2020 would be: P&P-2020-3.

**Preparation Guidelines and Formatting Notes:**

- a. Font – Times New Roman, 12 point.
- b. Margins – Top 0.7”; bottom 0.5”; left 0.8”; right 0.7”.
- c. Title Font – Bold, uppercase font for the P&P number and title.
- d. Title – Select titles carefully as this will be the primary means to find and retrieve existing documents.
- e. Originating Office – Enter one of the following: an official church board or a recognized or approved church committee.

This P&P and the attachment provide the general format to be followed when developing P&Ps.

**APPROVED:**

\_\_\_\_\_  
*Signature of Church Secretary (officer)    Date Approved*

**VOIDED:**

\_\_\_\_\_  
*Signature of Church Secretary (officer)    Date Voided*

**POLICY and PROCEDURE**  
**St Luke Lutheran Church of Sacramento, California**

**Number:** P&P-Year-Number  
**Title:** SHORT TITLE  
**Board/Committee:** Applicable Board or Committee  
**Effective Date:** month, day, year  
**Voided Date:** month, day, year

**References:** When appropriate, include applicable references to specific sections within the Constitution/Bylaws, other policies or procedures, and/or Congregation Council minutes; otherwise, “Not Applicable” (“NA”).

**POLICY:** A statement that establishes a basic organization function, policy, or continuing operating procedure for the church.

**Details:** Details that describe and establish definitions, roles, and responsibilities, etc. to effect (achieve, realize, implement, etc.) the P&P.

*Note: On subsequent pages to the first page, show the P&P number and page “X of X” in the upper left corner in bold font. If an attachment, add “ATTACHMENT” in bold, uppercase font.*

**APPROVED:**

\_\_\_\_\_  
*Signature of Church Secretary (officer) Date Approved*

**VOIDED:**

\_\_\_\_\_  
*Signature of Church Secretary (officer) Date Voided*