



Park Avenue United Methodist Church (PAUMC) Policy  
*Governing Policy on Church Policies, Policy #1, June 2015*

Mission

*Make disciples of Jesus Christ for the transformation of the world.*

Vision

*We will be a vibrantly Christ-centered, multiracial, multiethnic, intergenerational instrument of transformation, actively engaged with our urban neighborhood and world.*

1. Contribution of Policy to Mission and Vision

This policy contributes to the church mission and vision by establishing standards for church policies to make PAUMC an effective instrument of transformation.

2. Committee Owner

Administrative Board

3. Committees Affected

All PAUMC church committees

4. Roles and responsibilities

- Administrative Board Chair – Author of this policy, potential approver of other policies.
- Authors – Authors of individual policies may be any church member.
- Committee Chairs
  - a. Approvers of individual policies
  - b. Training of committee members on this policy
  - c. Can also be the author
  - d. Responsible for training of affected committee members and documenting in minutes
  - e. A committee member may substitute in absence or delegation of the chair
- Chair of Nurture, Outreach, and Witness (NOW) – May be an approver of NOW ministry policies.
- Office administrator
  - a. Posting of policy on website
  - b. Maintenance of renewal schedule
- Pastor (Senior or Associate) – Approver

5. Description of process

- Initiation – Policies will be owned by committees.
- Format
  - All policies will include the church mission and vision, committee owner, policy objective, roles and responsibilities, description of process, and signatures. All policies will use the standard template, provided on the church website.

In view of all this, we are making a binding agreement, putting it in writing, and our leaders, our Levites and our priests are affixing our seals to it. (*Neh 9:38 NIV*)



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- It is recommended that the main body of the document be limited to two pages. Additional documents (e.g. guidance, plans) may be included in appendices or referenced.
- Approval
  - Author
  - Committee chair
  - Churchwide leadership - Ad board chair, NOW chair, or pastor (senior or associate). Must differ from the committee chair.
  - Electronic recording of the person approving is added. Hand signatures will not be added due to risk presented in online posting of the policies (e.g. identity theft).
- Distribution
  - The approved document will be posted on church website.
- Training
  - The committee owner chair is responsible for ensuring all affected committee chairs are trained. The training will be entered into either the Administrative Board or NOW minutes.
  - Each affected committee chair is responsible for ensuring all members of affected committees are trained. The training will be entered into the affected committee's minutes.
- Review
  - Policies will expire after a designated time. They can then be revised and renewed. The standard period of review will be three years.
- Policy numbers and versions
  - Policies will be numbered sequentially, included in the document header.
  - The approval date of the current version will be included in the document header.
- Exceptions
  - Exceptions to any of the above will be justified in the policy.

## 6. Approvals

Author (print): Jon Urban, Administrative Board Chair      Date: 6/23/15

Church Leadership (print): Approved by Administrative Board Resolution      Date: 6/23/15

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