

First Unitarian Universalist Church of Detroit
Policy of the Board of Trustees

Policy on Governance Documents

Trustee / Portfolio:

Drafted: January 30, 2009

Adopted: February 11, 2009

Revised:

Our church needs written documentation that is both accurate and explanatory, in addition to our articles of incorporation and constitution, expressing our principles, goals, policies and procedures in order to communicate and function effectively. These written policies and procedures shall be made available to all members and employees of the church. Policies and procedures shall be monitored regularly and revised by the Board of Trustees as well as appropriate committees, as necessary to ensure compliance with our goals. Church members and staff shall be encouraged to participate in the formulation of standing rules, policies and procedures.

B. Definitions:

Articles of Incorporation: the document establishing our church as a legally recognized entity.

By laws: the basic document on church governance approved by the congregation.

Governance Documents: all official written descriptions of how the church is to govern itself, including the articles of incorporation, constitution, standing rules, and policies and procedures.

Church Manual: A collection including the articles of incorporation, constitution, all standing rules, policies and procedures that are currently in effect, together with historical documentation of rules, policies, etc., which have been revised, replaced, or removed.

Policies: These documents describe in general terms the way we choose to conduct ourselves and the business of the church and provide a brief rationale for the policy.

Procedures: These documents may describe the specifics of how a policy will be implemented or they may exist independently as operational procedures, describing a process not directly connected to any policy.