



Westside Unitarian
 Universalist Church
 901 Page Ave.
 Fort Worth, TX 76110

WUUC Policies and Procedures

Title	Introduction and Procedure for Revising WUUC Policies and Procedures
Number	A.1
Purpose	See Purpose below.
Scope	This will apply to all WUUC Policies and Procedures.
Definitions	
References	A.2 Index of Policies and Procedures
Appendices	None
Author	Board of Directors
Approval Dates	Origination: 1994 (specific date unknown) Last Revision: Last Reviewed: Next Review Date:

Introduction and Procedure for Revising WUUC Policies and Procedures

1. Introduction

Policies and procedures adopted by Westside Unitarian Universalist Church Board of Directors in conformity with the church’s bylaws, congregational directives, and the Unitarian Universalist Principles and Purposes. These policies and procedures are considered to be in the best interests of church process and in conformity with applicable federal, state, and local laws and regulations.

It is the policy of Westside UU Church to make known these general administrative policies to staff, members and friends in the form of written Policies and Procedures and to make available to the staff and congregants in both “hard copy” form and “virtual” form on the Church website.

2. Purpose

This manual is the source for the general administrative policies of Westside Church as approved by the Board of Directors. The specific purpose is to provide information and guidance to the church staff, committees, committee chairs, the minister, and the Board. It is published to establish orderliness, uniformity, and mutual understanding, and prescribe procedures to carry out adopted policy.

This manual contains the Policy and Procedures of Westside Church as passed by the Board of Directors in keeping with the bylaws of the Congregation and in keeping with the congregational directives established at congregational meetings. It is the duty and responsibility of elected officers, committee,

committee chairpersons, minister, and staff to ensure the safe and healthy operation of Westside. Additions and amendments will be made from time to time as needed and may be changed at any regular board meeting by a majority of a quorum of the board members.

3. Revising Westside Policy and Procedures Documents

- a. Revision of a policy or procedure document may be initiated by the board or by a request to the board from the congregation or staff.
- b. The board will provide the current electronic version of the document located on our Google Team Drive (in MS Word format) to the persons or committee who will be authoring the document revision.
- c. It is encouraged that during the authoring of the document, the “Tracked Changes” feature in MS Word be utilized to assist in clearly communicating the revisions. Using this feature will also save time in accepting the revisions, especially when the revisions are extensive.
- d. Once the document revision is completed, a request will be made to the board to add to its next meeting agenda.
- e. Once the revision has been approved by the board, the board will determine the following:
 - i. The “Next Review Date” for the document.
- f. “A.2 Index of Policies and Procedures” will be updated to change the “Last Revision” date, the “Last Reviewed” date and the “Next Review” date.
- g. The revised document and A.2 will be placed on our Policies and Procedures Google Team Drive.
- h. The board will send a request to the Digital Communications Committee to place a PDF version of the revised document and A.2 on our website.

4. New Westside Policy and Procedures Documents

- a. Creation of a new policy or procedure document may be initiated by the board or by a request to the board from the congregation or staff.
- b. The board will provide the current electronic version of the Policy and Procedures Template located on our Google Team Drive (in MS Word format) to the persons or committee who will be authoring the document.
- c. Once the document is completed, a request will be made to the board to add to its next meeting agenda.
- d. Once the document has been approved by the board, the board will determine the following:
 - i. The index number for the new document based on its content.
 - ii. The “Next Review Date” for the document.
- e. “A.2 Index of Policies and Procedures” will be updated to add the new document, its revision date and next review date.

- f. The new document and A.2 will be placed on our Policies and Procedures Google Team Drive.
 - g. The board will send a request to the Digital Communications Committee to place a PDF version of the new document and A.2 on our website.
5. Reviewing Westside Policy and Procedures Documents
- a. At the beginning of the fiscal year, the board will review “A.2 Index of Policies and Procedures” to determine those documents that should be reviewed during the next year.
 - b. Based on the document Author, the board will task the appropriate people or committee with reviewing the document and provide the current electronic version of the document located on our Google Team Drive (in MS Word format).
 - c. If, during the document review, the assigned persons or committee finds that the document needs to be revised, they should move to following the steps in the revision section of this document.
 - d. If the review is completed with no revisions identified:
 - i. The reviewers should notify the board that the review has been completed.
 - ii. The board will determine the next review date for the document.
 - iii. The “Last Reviewed Date” and the “Next Review Date” will be updated on the document.
 - e. “A.2 Index of Policies and Procedures” will be updated to add the next review date.
 - f. The updated document and A.2 will be placed on our Policies and Procedures Google Team Drive.
 - g. The board will send a request to the Digital Communications Committee to place a PDF version of the updated document and A.2 on our website.