

Creating and Revising Policies at UUAA

1. Determine whether the policy is related to **GOVERNANCE** or **OPERATIONS**.
 - ⇒ *Governance* policies are the purview of the Board of Trustees. Send the suggested policy or policy changes to the Board for their consideration.
 - ⇒ *Operational* policies are the purview of the Executive. Continue to step 2.
2. Identify the person who will take the lead on drafting/editing the text. This will typically be the Senior Minister or their designee.
3. Review similar policies at other large congregations and/or other relevant institutions to get a sense of best practices.
4. Write/revise the text of the operational policy.
5. Ask other staff members for input and incorporate their feedback.
6. Solicit input from other key stakeholders as relevant (lay leadership, specific ministries, the congregation as a whole, etc.) and incorporate their feedback.
7. Get final approval for the policy from the Senior Minister and mark the revision date at the end of the document.
8. Distribute the approved policy to/via:
 - www.uuaa.org (via Webtech team)
 - An email and/or presentation, as warranted, to the Board of Trustees and core staff
 - *How to Get Things Done at UUAA* document, if relevant
 - Weekly e-news and/or bulletin, if warranted
 - Key stakeholders who were consulted in the policy formulation process
9. Review the policy at least annually. (Return to step 2.)

Revision History		
DATE	DESCRIPTION OF REVISION	REVISED BY
October 2, 2018	Created procedure	Rev. L. Ulrich