

Episcopal Diocese of Fort Worth

Policy on Policies

Policy Number: A-1
Adopted: May 15, 2010

PURPOSE:

This policy lists requirements for the creation, issuance, and review of Diocesan policies.

CANONICAL REFERENCES:

EDFW Constitution, Article 11 - The Executive Council. There shall be an Executive Council, established by the Canons, which shall exercise all the powers of the Convention between meetings thereof, implementing the directives and policies of that body, initiating and developing new work, but not acting in conflict with the expressed will of the Convention.

EDFW Canon 10, Sec. 10.2. Departments and Committees. The Executive Council shall carry on the work of the Convention through such Departments and Committees as the Bishop with its consent may establish and continue, and shall define and supervise the work of such Departments and Committees.

POLICY:

1. General Provisions.

1.1. Diocesan policies set out the procedures used to implement the orderly operation of the Diocese and the processes required by the Constitution and canons of the Diocese and of the Church.

1.2. Each official of the Diocese, a Diocesan entity, or congregation or school is responsible to be aware of and to implement the policy provisions that are applicable to the official's specific duties and areas of responsibility and to communicate and ensure compliance by those under the official's supervision.

2. Policy Management.

2.1. The Chancellor's Office and the Policy Review Committee are responsible for currency, accessibility, and standardization of Diocesan policies.

2.2. The Chancellor's Office is the official repository of Diocesan policies and procedures and shall maintain an historical record of the policies and changes to the policies. The Chancellor's Office will maintain files that contain pertinent materials applicable to the

development of each new policy and procedure. Included are copies of the various drafts, comments concerned with their review and revision, and a sign-off sheet denoting the approval of each affected Staff, Council, Committee, Commission, or Ministry.

2.3. Adopted policies will be maintained in digital (electronic) and hard copy formats. A hard copy of the set of adopted policies will be maintained and available for inspection during business hours in the Diocesan Office.

2.4. The Policy Review Committee will develop and maintain a Master Policy List according to topic, number and date of adoption and revision.

2.5. The topic code for grouping of adopted policies is as follows:

- A Administrative
- B Budget and Finance
- C Clergy
- D Miscellaneous
- E Lay Employees
- F Congregations
- G Ministries
- H Real and Personal Property
- I Funds

2.6. Policies will be numbered and dated within each topic group in the order in which they are adopted by the Executive Council.

2.7. The format used for this policy will be the format used for all adopted policies. Each policy will include a statement of purpose, canonical references, and detail statements to define the policy.

3. Policy Review Committee.

3.1. The Policy Review Committee is a committee of the Executive Council. Each year following the Annual Convention the Bishop shall appoint at least five (5) members of the Policy Review Committee. The term of office will be one year.

3.2. The appointed members of the Policy Review Committee will be either clergy canonically resident in the Diocese or lay communicants in good standing in a congregation of the Diocese and will be qualified by experience or training in policy development. The Bishop, the Chancellor, and the Diocesan Administrator or Canon are ex officio members of the Policy Review Committee.

3.3. The Policy Review Committee will meet at least two times annually and shall submit a written report to the Annual Convention. The committee members will elect a chair and

secretary.

4. Policy Review.

4.1. The Policy Review Committee will collect, review, and distribute new and revised policies and procedures. The Chancellor's Office will assist in that identification when the requirement is necessitated by action of General Convention, Diocesan Convention, or changes in civil law.

4.2. To ensure that policies are kept current, the Policy Review Committee will coordinate an annual review of specific policies by the appropriate Diocesan officials and staff responsible for the area covered by each such policy. Each review will be recorded on the Master List, even if no revisions are implemented as a result.

4.3. The Bishop, Chancellor, Diocesan Convention, Executive Council, Diocesan Corporation, Diocesan committees and commissions, and other Diocesan officers and staff constitute the primary bodies to formulate and recommend policies to the Policy Review Committee. However, any Episcopalian in the Diocese may recommend policy provisions to the Policy Review Committee.

4.4. Diocesan Staff, Councils, Committees, Commissions, and Ministries are responsible for identifying areas that are in need of new or revised policies or procedures, for recommending appropriate policy statements and procedures, and for assuring adherence to established policies and procedures in the conduct of their affairs.

4.5. The Policy Review Committee and the Constitution and Canons Committee will collaborate as needed to determine whether specific provisions are more appropriate for changes to Diocesan policy, Constitution, or canon.

5. Procedures.

5.1. A request for a new or revised policy may be initiated by the Policy Review Committee itself or from outside the Policy Review Committee. Requests from outside the Policy Review Committee should be communicated in writing to the Policy Review Committee c/o the Diocesan Office. The request should state the name and contact information of the requestor, reasons for the proposed change, specific provisions of the proposed policy, and proposed language for the policy. The request will be distributed to the members of the Policy Review Committee. Requests from the Bishop or by action of Standing Committee, Executive Council, or Diocesan Corporation will receive priority treatment.

5.2. The Policy Review Committee will review the request to determine the specific requirements of the policy and to identify the presence of any potential conflicts with existing policies or procedures. If the Policy Review Committee determines that the policy change is not warranted, a member will notify the requester including the reasons for rejecting the proposed

change.

5.3. If the Policy Review Committee determines that the policy change warrants further deliberation, the Policy Review Committee will prepare a preliminary draft of the new or revised policy and circulate for review and comment to those responsible for the subject matter and other appropriate sources. The Policy Review Committee will coordinate the proposed policies with the requester to assure that the requester's needs are met.

5.4. The Policy Review Committee will draft and submit the proposed final policy with a recommendation to the Executive Council, with a copy to the Bishop. The Executive Council may accept, revise, or reject the proposed policy.

5.5. Within ten (10) days of adoption, the Diocesan Office will post a notice of the approved policy, and its availability on the Diocesan website, place a hard copy in the Diocesan Office, and send a hard copy to the appropriate officials most directly affected by the policy change.

5.6. If the proposed policy is revised or rejected by the Executive Council, it will be returned to the Policy Review Committee with instructions.

6. Annual Review Revisions.

6.1. When changes or updates to an existing policy are made the information will be sent to the Policy Review Committee. The policy will be updated, the date and revision number changed and the revision noted on the Master List; then returned to be processed in accordance with procedures listed in Section 2, as appropriate.

6.2. All diocesan officials are responsible to ensure the accuracy and timeliness of policies and procedures relating to their specific ministries or areas of responsibility. This responsibility includes proper notification of changes and updates to these policies and procedures and conducting an annual review of policies.