

11-Church Board

11-1: Biennial Review of Policies

1. Responsibility Centre: Church Board

2. Rationale or Purpose

The BCUC Policy Manual is intended to be a guide for BCUC Committee Members and other interested persons regarding the operation of the church. To be useful and relevant, the policies and the Manual must be maintained in a current and timely manner.

3. Policy Statement

In September or October of every second year, each Committee shall review the policies for which it holds the lead responsibility and determine if the policy is current and accurate. The status of the policy shall be communicated to the Church Board, and appropriate changes proposed if required.

4. Scope

This policy applies to the Church Board, all BCUC Committees, and any others who hold responsibility for policies contained in the BCUC Policies Manual.

5. Procedures

- In September or October of every second year, the Church Board will notify those Committees or individuals responsible for policies or guidelines to review the documents relevant to their area of responsibility.
- Each party so notified will review the relevant documents, in consultation with other affected parties if appropriate, to determine if the documents are accurate and in accordance with current church practice.
- The Church Board shall be notified of the status of the relevant documents by the responsible party.
- If revision is required, the responsible party shall propose such revisions in consultation with the Church Board, in keeping with the Policy Framework (Tab 12, 12.1, BCUC Policy Manual).

6. Roles/Responsibilities

The Church Board is responsible for coordinating the biennial policy review.

The Committee or individual identified as the responsible party in Section 6 of each policy shall conduct the actual review of the policy.

7. Definitions

8. References

- a) *BCUC Policy Manual* --- Policy Framework

9. Approval authority: Church Board

- 10. Reviewed:** Church Board: September 9, 2019
Approved: Church Board: September 18, 2019
Replaces: September 2014