# Hamilton South Baptist Church

# Policy Making Policy

## Purpose

#### To provide simple, documented statements of church policies for staff, volunteers, attendees, and other users of our facilities.

#### To enable the Elders to fulfil their governance role in the church.

#### To outline broad guidelines by which purposes or outcomes are to be achieved to ensure that expectations are realistic and achievable.

* To ensure that the laws of the land are met as applicable.

**Roles**

#### All final policy decisions will be made by the Elders.

#### Policies will be approved only at notified Elders meetings with three or more Elders present.

#### Policies shall inform the Elders’ decision making.

**Process**

#### All policies shall be written, clearly defined and informed by the Bible, the church Values Wheel, the church constitution, the Baptist Union of New Zealand Administration Manual and applicable laws.

#### All policy making is done through the following process:

##### Notification of a new policy or change to an existing policy shall be given at an Elders meeting.

##### The Elders authorise the development of that policy, suggesting the various parties who might be consulted or involved in the process.

##### Policy development may be the responsibility of a working party of the Elders, be delegated to the Senior Pastor, or through an appropriate consultant.

##### Draft policy statements are presented to the Elders for approval.

##### The Elders approve or reject the policy.

#### Any policy must be:

##### Brief, concise, feasible to implement and practical.

##### Relevant to the needs of our church.

##### Conform to our governing documents and acceptable practices.

**Documents**

* Our policy making is governed by the following documents:
  + The Bible.
  + The Hamilton South Baptist Church Values Wheel.
  + The Hamilton South Baptist Church Constitution.
  + The Baptist Union of New Zealand Administration Manual.
  + Relevant New Zealand legislation.

## Review

This policy will be reviewed on an annual basis or at such other times as deemed necessary.

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| **Chairperson: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Date Reviewed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_** |