

Quick Start the Policy Manual

Creating a church Policy Manual is a major project and can often feel overwhelming. Consider the following steps to help get your church started.

Step 1. The Board of Directors establishes a Policy Manual Committee. The committee might be made up of the Board of Directors or a separate committee which includes 1 or 2 Board members and the Pastor.

Step 2. The mission of the Policy Manual Committee is to draft a Policy Manual for review and approval of the Board of Directors.

Step 3. The Board and Committee must overwhelmingly agree in principle to the need for a written and approved Policy Manual.

Step 4. The Policy Manual Committee commits to seek input from church leadership prior to the final proposal going before the board for approval.

Step 5. The Policy Manual Committee will first read and discuss the Sample Policy Manual Introduction and Chapter 1 to make sure there is an understanding of concept, purpose and scope.

Step 6. Committee members will review the Sample Policy Manual and individually mark what topics (Chapters/Sections) they think apply to their church now or will apply within the next three years. Discuss and work as a committee toward consensus regarding which topics to include.

Step 7. Create subcommittees or work as a committee (of the whole) to go through each topic area to see if the policy is worded in a way that will work for your church and modify as needed.

Step 8. Once the Policy Manual Committee is in agreement as to the topics and wording of your draft Policy Manual, seek input from the Board of Directors and other leadership; make changes as needed. Repeat this step until you have general consensus.

Step 9. When the Policy Manual has been reviewed by the leadership and the Board and has general consensus it goes to the Board of Directors for official vote. This might be followed by a congregational forum to inform the congregation and answer any questions.

Step 10. Have the Policy Manual reviewed by the church attorney.

Step 11. Distribute the Policy Manual to all the leaders of the church.

Step 12. Offer training to ensure leadership understand the policies and how to implement them.