

**North Cape Lutheran Church  
Policies and Procedures Review, Evaluation and Oversight 1-5**

Date Approved: January 15, 2015

Date Revised: \_\_\_\_\_

**Policy Statement:**

North Cape Lutheran Church has established policies and practices governing our Pastoral, Employee and Congregational Ministries. All current documented policies as well as new requests should be reviewed annually by the Church Board. The Vice President within the Church Board organization will assume the responsibility for annual policy review and revision practices to make certain polices are up-to- date, operative and in compliance with federal, state and local laws as well as aligned with and in support of the NCLC Church constitution.

**Overview:**

We have established policies to guide our ministry in four main areas as follows:

- 1) Board Members, Pastors and Committee Organizations
- 2) Administrative and Human Resources
- 3) Financial and Capital Asset Protection
- 4) Congregation

*(See attached policy list)*

**Practice:**

It will be the responsibility of the Pastor and Church Board Vice President to monitor policy adherence and make recommendations to the Church Board when revisions are required or violations require action. No policy change can be implemented without a board review and approval. At times a change may require socialization and congregational review.

Each year in March, the church board will schedule agenda time to review church policy and discuss needed changes or requests for change. The Vice President will take the lead to research the requested change and come forward with a recommendation to the church board within a reasonable time (60 days) for review and approval. If approved, the change will require documentation through updating the policy manual and church web site to reflect all approved changes. This may also require a congregational or ministry group communication or meeting to clarify policy and practice.

If any church member feels a policy change is required they will contact the Pastor or Vice President in writing to outline the requested change. The Vice President will then take ownership of the request and work with the member, Pastor and Church Board to bring the requested change in policy to conclusion within a reasonable time (60 days).

**1) Board Members, Pastors and Committee organizations**

- 1-1** Conflict of Interest **Approved**
- 1-2** **Non-discrimination** **Approved**
- 1-3** Term length and transition **Approved**
- 1-4 Funding procedures and practices ( Financial Policy Handbook)
- 1-5** Policy review, evaluation and oversight **Approved**
- 1-6** Travel & Reimbursement (Financial Policy Handbook) **Approved**
- 1-8 Training and development (Move to Personnel Policy Handbook)
- 1-9** Contracts, Proposals and Bids **Approved**
- 1-10** **Sabbatical Leave – Pastors** **Approved** **Draft Status**

1)

**2) Administrative and Human Resources (Personnel Policy Handbook)**

- 2-1** Sexual Harassment (Personnel Policy Handbook) **Approved**
- 2-2 Health & Safety (Personnel Policy Handbook)
- 2-3 Youth Protection (Recently completed, requires Policy Statement &
- 2)** Documentation inclusion) – Personnel Policy Handbook **Approved**
- 2-4** **Document Retention (paper and electronic)** **Board Review**
- 2-5 Personnel, Hiring and Staffing (Personnel Policy Handbook)
- 2-6** **Confidentiality (Personnel Policy Handbook** **Draft status**
- 2-7 **Communication (Email and General)** Personnel Policy Handbook **Board Review**
- 2-8** Parental Leave Policy **Approved**

**3) Financial and Capital Asset protection (Financial Handbook)**

- 3-1 Accounting & Controls
- 3-2 Budgeting **Board Review**
- 3-3 Benevolence
- 3-4 Property & Asset management
- 3-5 Maintenance and Capital Improvement
- 3-6** Investments **Draft Status**
- 3-7 Insurance **Draft Status**
- 3-8 Data and IT protection
- 3-9** Memorials and Gifting **Approved**
- 3-10** Credit Card Usage **Approved**
- 3-11 Cash Handling & Accounting Procedures **Draft Status**

**4) Congregation**

- 4-1 Membership rights & development
- 4-2 Safety & Security **Draft Status**
- 4-3 Church usage (Wedding's, Funeral's etc)
- 4-4 Fund Raising **Draft Status**