

SUBJECT
DIVISION POLICY DEVELOPMENT

DATE ISSUED

May 25, 1973

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POLICY

Basic operating and management policies of the Church Administration Division will be approved, established and published by the Division Director.

Development of policies will normally be coordinated with and reviewed by concerned executive, regional and staff operational groups prior to publication.

IMPLEMENTATION

Policy is the basis of all consistent action and is one of the most important developments in the organization. Without policy, management is difficult and stable systems are impossible.

Division policies state broad operating principles or decisions from the corporate viewpoint and provide guidelines that:

- facilitate decision and action
- establish decision-making boundaries
- extend management precepts to future requirements
- point to definite objectives
- bring consistency and uniformity into division operations
- provide fair treatment to all personnel

POLICY FORMULATION

Although policies are established, authorized and published by the Director of Church Administration, input from all concerned operational groups will be requested and reviewed before a policy statement is finalized. However, the Division Director may, without prior coordination or review publish policy statements from the corporate executive office or those stipulating legal or corporate obligations.

All division personnel may forward proposals for a new policy or a revision to an existing policy to appropriate management. All proposals

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must contain pertinent facts, justification and expected benefit to the Division and Corporation.

No policy proposal will be "pigeonholed" by division management personnel, but will be reviewed and a decision made on its validity. Personnel who honestly feel their proposal was not given due consideration may exercise the right of appeal, policy 1. 1. 2.

Policies will be reviewed and audited on a continuing basis by the Division Director, Headquarters office and Regional Directors to assure that published policies are up-to-date and fully meet current requirements; that obsolete policies are revised or rescinded; that policies are being implemented at the operating level.

New policy proposals may be reviewed and developed through discussions in Regional Directors' conferences, correspondence and meetings between concerned operational groups and the Division Director.

COMMUNICATION OF POLICY

Division policy statements will be issued on a policy letterhead and will be in force until revised or rescinded in writing by the Director of Church Administration. Revised or rescinded policies will be communicated via policy letterhead or division directive.

Emergency policies will be communicated via division directive to concerned operational groups. Such directives will be reviewed, expanded, formalized and issued on a policy letterhead shortly thereafter.

EXCEPTION TO POLICY

Exceptions to established policy may be made only by the Director of Church Administration. Exceptions will not be considered to be precedent setting and will in no way revise or rescind the established policy. Exceptions to policy will only be communicated to the concerned party or parties either verbally or by correspondence.

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PROCEDURE DEVELOPMENT

Adherence to established procedure is the key to policy enforcement. Procedures for implementing stated policy will be developed and established in the same manner as the policies themselves.