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# DOCUMENT CONTROL MANAGEMENT

## POLICY AND PROCEDURES

### YEARLY REVIEW PROCEDURE

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**Article 5 - Board of Directors Section 3-4:** To establish governing principles, policies, and determining practices for the Church, including the creation and/or approval and maintenance of policies and procedure manuals, which will contain all controlling policies and procedures governing any and all aspects of the Church's affairs, including, but not limited to, committee task descriptions and policies regarding the handling of funds, use of facilities, and employment policies and practices;

**Article 10 Section 1 Church Operation Manual:** The Policies and Procedures Manual of Newington Baptist Church will provide more specific and detailed information on how NBC will operate beyond what is covered in the Constitution and Bylaws. The purpose of the Policies and Procedures Manual is to define orderly functional processes, and to protect the Church from financial, criminal, civil, and reputational risks. This Manual should include policies for all Ministries that require particular attention to detail in their processes to reduce risk or increase accountability. The manual will be maintained by the Church Administrative Assistant on the church website and other cloud storage.

Year:  
2025

B.O.D. Signature:  
Gerald German

Date of Review  
09/04/2025

## **BOD Document Control Management Oversight Procedure**

The BOD Document Control Manager will establish email groups for each BOD member and the ministries they oversee. The Document Control Manager will send an email to each group's Chair/Team Leader, which will include the current policy and procedure for that committee/team.

Each group email will include the BOD oversight member and the ministry chairperson or committee leader. It will be the responsibility of the Committee Chair/Team Leader to forward the email to the committee members for their input. The email will provide instructions for reviewing the current ministry policy and procedure, how to make corrections, and where to send those corrections. It will also outline the timelines for review and the deadlines for submitting responses to the Document Control Manager. The Document Control Manager will assist any BOD member in working with the committees/teams to complete the review by the deadline set by the BOD chairman.

The Committee Chair/Team Leader will consolidate all the changes from the committee and forward them to the BOD Oversight member. After review and discussion with the team leader and the BOD oversight member, the BOD oversight member will forward the changes to the Document Control Manager for updating the Policy and Procedure in the Newington Google drive.

After all the changes have been made, the Document Control Manager will present the new corrected Policy and Procedure to the Board for approval and will have each Board member sign for their area of oversight documented changes made.

Once approved by the BOD, the Document Control Manager will contact the Tithe.ly Administrator who, in turn, will upload the corrected Policy and Procedure to NBC's website.

### Example:

BOD Oversight: Email Group One

Committee: Nomination Committee

Team Leader:

BOD Oversight: Email Group Two

Committee: Financial/Stewardship Committee

Team Leader:

BOD Oversight: Email Group Three

Committee: Counting

Team Leader:

BOD Oversight: Email Group Four

Treasurer and Financial Account Firm - Straight Up Bookkeeping LLC

Team Leader:

All Policy and Procedure and email groups will be updated in January each year with the new BOD members and Committee/Team leaders.

\*\*\*Please see **Church operation manual signature page** to add to yearly review signatures\*\*\*

Email template:

Subject: Request for Committee Input on Policy and Procedure Updates

Dear \*\*\*,

I hope this message finds you well.

As part of our ongoing efforts to ensure our policies and procedures are up-to-date and effective, we are requesting your committee's input on the latest updates. Please see the relevant documents attached for your review.

Each group email includes the BOD oversight member and the ministry chairperson or committee leader. It will be your responsibility to forward this email to your committee members for their input. If changes are required and you have reached agreement on those changes, please mark up a print out for review and discussion with your BOD oversight member. Please complete this request within 2 weeks of receipt.

The Board of Directors will then review these changes. They will place the final changes and put it in my mailbox in the church office.

Major changes may involve presentation to the congregation for approval.

Thank you for your cooperation and timely response to this important matter.  
Please feel free to contact me if you have any questions or concerns.

Best regards,

*name, phone number, email\**