Document Management

Authorised :

Signed :   _____   **Date :**   _____

Name :   _____

Position : _____

Document Management Policy

Introduction

The Document Management Policy is intended to offer advice and guidance for the production of new documents, the maintenance and update of existing documents and aims to achieve a level of standardisation and presentation throughout each document.

Bethel Baptist Church will use the word 'Policy' to describe how it addresses in documents the ways in which aspects of Church Life and Business, its responsibilities as a Christian Organisation, an employer and manager of volunteers and an influencer in the local Community.

Policy documents should be regarded as a means of providing advice and guidance, they will not be definitive but considered a dynamic 'work in progress' and can be changed as and when conditions dictate.

Reference to formal, legislative, procedures will be made where necessary.

Policy Management

Policies, as far as possible, will give guidance on how the Church expects to respond to aspects of Church Life such as Lone Working together with adherence to the needs of legislative requirements that pertain to a recognised organisation e.g. Data Protection and Health and Safety. Policy production and maintenance will therefore be driven by the rate of change to State legislation in force from time to time, the requirements of the Baptist Union of which Bethel is a member and the need to reflect the ways that Bethel life operates on a daily basis.

Each Policy will seek to be an accurate guide, illustrating how Bethel seeks to address the requirements of a particular aspect of church life. It will have been discussed and agreed where necessary by the Trustees, Heads of Ministry and those directly involved in the actions of the policy. Reference to the Church Members will be made at the Church Meeting and when necessary formal acceptance of the policy will be recorded in the minutes,

The need for a new Policy

As the need arises for new Policies a process will be conducted for the production of the Policy document.

The Trustees or their representative will draft the new policy and will offer the draft for discussion and approval. The nature of the Policy will determine the level to which formal acceptance and approval is required e.g. Safeguarding. Where adherence to legislation is concerned e.g. Health and Safety those that have direct involvement with the legislation should be involved in the production process.

When production is completed and the final draft is available ensure the Date and Version Number are set in the document footer and submit for authorisation. Update the Document Index to add the new policy details.

Until properly Authorised the policy will be considered 'Draft'.

These actions should be documented in meeting minutes where the Policy has been discussed.

Review and update

Policy review will be conducted on a regular basis, at least annually or when necessary to ensure accuracy of function and to conform to changes in legislative requirement.

The process of review will be overseen and conducted by the Trustees or their nominated representative and may involve Employees, Heads of Ministry, or Volunteer input.

When an existing Policy requires amendment a new Version will be created, the necessary changes made and the Date of Change noted. Formal acceptance of the new version will depend on the nature of the Policy e.g. changes to the Safeguarding Policy may require presentation at a Church Meeting. Once appropriate agreement is obtained the new version will be authorised and adopted else the new version will remain 'Draft'.

Authorisation

Each Policy will be formerly Authorised by a member of the Trustees and the Policy document duly signed off.

The Document Index will be updated accordingly.

Final actions

When all amendments have been completed and authorisations are complete the policy will be considered to be in force. All Trustees, Employees, Heads of Ministry, Volunteers and the wider Church fellowship should be made aware of the new policy or new version of an existing Policy.

Records and references to the new Policy or new Policy version will be updated and secured as necessary.