

**POLICY NAME: Naming & Storage of Policies & Related Documents**

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**1. Purpose**

- 1.1. This policy ensures a consistent approach to naming and storing Deer Lake United Church's policies and related documents.

**2. Scope**

- 2.1. This policy applies to all individuals writing DLUC policies.

**3. Policy Statement**

- 3.1. All DLUC policy documents shall use the same format as this document you are reading.

- 3.2. All policies and related documents shall be numbered in the following manner:

- 3.2.1. **AAAnnn AAA** is a three-letter prefix defining the general functional area to which the policy applies or belongs. **nnn** is a three-digit number ranging from 001 to 999, assigned sequentially. Permissible prefixes are:

<b>ADM</b>	Administration policies, including all church office functions
<b>CED</b>	Christian Education Committee policies
<b>COM</b>	Communication Committee policies
<b>FIN</b>	Finance Committee policies
<b>GEN</b>	General policies, which includes only those documents that cannot be assigned to one of the other prefixes.
<b>MPE</b>	Ministry & Personnel Committee policies
<b>MUS</b>	Music Team
<b>OUT</b>	Outreach Committee policies
<b>PAS</b>	Pastoral Care policies, including those related to membership
<b>POL</b>	Policies Review Team
<b>STW</b>	Stewards Committee policies
<b>TRS</b>	Trustees Committee policies
<b>WOR</b>	Worship Committee policies, including those related to Liturgical Arts

- 3.3. All policies shall bear a name that describes its purpose. The name must be short enough to fit on the line in the document header following the heading "**POLICY NAME:**" It must also be short enough for the file name to fit on the last line of the document footer.

- 3.4. All policies shall be saved in Microsoft Word format in the approved Policy Repository. The file name shall be of the following format:

**Policy AAAnnn Policy Name yyyy-mm-dd D**

Where:

**Policy** is the word "Policy" indicating that the document is a policy.

**AAAnnn** is the policy number, as described above

**Warning – Uncontrolled when printed! The current version of this document is kept on the DLUC office PC.**

Authorized by: DLUC Board

*Staff position or organization responsible for authorising the policy*

Maintained by: Policy Review Team Chairperson

*Staff position responsible for keeping the policy up to date and error free*

Approval Date: [2006/06/20]

*Date the current version was approved*

File name: Policy POL002 Naming & Storage of Policies & Related Documents 2006-06-20.doc

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*Date of the most recent amendment to the policy*

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**Policy Name** is the policy name, as described above

**yyyy-mm-dd** is the date the current version was created, revised or approved  
(EG: 2006-02-09)

**D** is the letter "D" indicating a Draft policy. This should be included in the name of all Draft (non-approved) versions of the policy, and removed in the approved version.

**4. Definitions**

- 4.1. **Board Executive:** Comprises the Chairperson, Vice Chairperson, Minister, Board Secretary, Treasurer, Envelope Secretary and the Chairpersons of the Committees.
- 4.2. **DLUC:** Deer Lake United Church
- 4.3. **Policy:** A document that guides decisions and actions.
- 4.4. **Process:** A sequence of operations or events that produces an outcome. A process may be identified by the changes it creates in the properties of one or more objects under its influence.
- 4.5. **Procedure:** A series of activities, tasks, steps, decision, calculations and other processes, that when undertaken in the sequence laid down produces the described result, product or outcome. Following a procedure should produce repeatable results for the same input conditions. For this reason, formal written procedures are usually used to ensure safety and consistency. However, due to the detailed nature of written procedures, regular review and update is advisable to ensure they remain accurate in the face of changes in supplies, technology or related work processes.
- 4.6. **Guideline:** Any document that aims to streamline particular processes according to a set routine. By definition, following a guideline is never mandatory
- 4.7. **Standard:** A specification for achieving a specific task according to defined parameters. Following a standard is mandatory.
- 4.8. Note that not all the terms listed here are used in this document, but are frequently used when discussing policies. A policy, depending upon its nature, is often supported by one or more processes, procedures, guidelines and standards.

**5. Responsibility / Owner**

- 5.1. The DLUC Board Executive is responsible for ensuring compliance with this policy and for ensuring that appropriate procedures and other systems where relevant are in place.

**6. Legislative Context / External References**

- 6.1. none

**7. Associated Documents / Internal References**

- 7.1. none

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