

Policy 1: Amending the Policy Handbook

1.1. In order to remain relevant, it is necessary that policies, practices, and procedures be reviewed on a regular basis. The following details the frequency in which each section of the Policy Handbook should be reviewed:

Section	Last Review	Frequency of Review
a. Christ Church General Information	December 2022	Annually
b. Policy 1: Amending the Policy Handbook	December 2022	3 years
c. Policy 2: Christ Church Finances	December 2022	2 years
d. Policy 3: Christian Education	December 2022	4 years
e. Policy 4: Insurance	December 2022	2 years
f. Policy 5: Tenders	December 2022	2 years
g. Policy 6: Building Use	December 2022	2 years
h. Policy 7: Communication and Technology	December 2022	3 years
i. Policy 8: Volunteers	December 2022	3 years
j. Policy 9: Harassment, Abuse, and Discrimination	December 2022	3 years
k. Policy 10: Staff Roles and Responsibilities	December 2022	3 years
l. Policy 11: Christ Church Committees	December 2022	Annually
m. Policy 12: Parish Records	December 2022	3 years
n. Policy 13: Missional and Outreach Ministries	December 2022	Annually
o. Policy 14: SafeR Church	December 2022	3 years

- 1.2. The review of each policy is to be completed by a Policy Review Committee
- 1.3. All reviews should be concluded for the November Parish Council meeting of that year.
- 1.4. Policy amendments are to be approved by the Parish Council by the January meeting.
- 1.5. Policy amendments are to be approved by the Parish at the AGM.
- 1.6. Although a regular review is planned, this does not preclude the adjustment of the schedule due to new direction being received from the Diocese or to meet an urgent requirement. This action will permanently adjust the review schedule, and thus, the review schedule is to be a living document.
- 1.7. Any parishioner may submit proposed amendments to the Policy Handbook
 - a. Amendments should be submitted to the Parish Administrator
 - b. The Parish Administrator will forward these to the Review Sub-Committee