

Policy Development Process

Policy No. 106

Policy Statement: There shall be an established process for the development of policies and procedures, consisting of the following stages. Failure to follow this policy shall render a proposed policy invalid, with due respect for the exception noted.

Definition: **Policies** are essential norms that state fundamental principles in broad terms.

Procedures are more explicit instructions that specify how the policies are to be implemented.

Procedure: a) First Stage

The identification of a problem or need that would best be addressed by the development of a new policy or the revision of an existing policy. The identification of this need can come from several sources:

- the Archbishop, the Episcopal or Administrative Council
- any office or other component of the administrative structure of the Archdiocese, or one of the Archdiocesan consultative bodies (Note: Policies proposed by an office must have the prior approval of the appropriate Director before proceeding to the next stage)
- any bishop, priest, deacon, religious, or other member of the Christian faithful

b) Second Stage

The submission of a statement of intent to the Chancellor to identify the reason for developing or revising a policy, what aspect of the mission of the Archdiocese this policy would serve, and the anticipated process that will be followed in developing the policy.

The Chancellor will decide whether the proposal must be submitted to an Archdiocesan Committee for a preliminary review. If such referral is necessary, the review and consultation undertaken will determine whether the policy development process will continue at this time.

c) Third Stage

The development of the policy. In some instances, this process will be internal and may involve some form of

consultation, especially with the proper consultative bodies, as well as with offices or programs that will either be impacted by the proposed policy or called on to implement it.

In drafting the proposed policy, the author(s) will need to work with the Policy Development Committee to ensure consistency in language and format. The goal is a well-developed policy that will consider the consequences of its adoption, including expected cost and source of funding.

d) Fourth Stage

The presentation of the proposed policy to a consultative body or bodies, if appropriate. Ordinarily, this would occur if the subject matter of a proposed policy comes under the competence of that consultative body; it deals with subject that will significantly impact the life or ministry of a constituency of a consultative body; or it deals with matters that are not exclusively internal to a department or agency.

e) Fifth Stage

The presentation of the proposed policy, by the Chancellor, to the Episcopal Council or the Administrative Council, depending on the matter under consideration, as determined by the Archbishop or Chancellor. After considering all that has been developed, the Archbishop decides what the policy will or will not be.

Exception:

The Archbishop may dispense from appropriate stages of the policy development process when the pastoral good of the Archdiocese requires it, with due respect for the requirement to promulgate policy before it can take effect.