



FIRST UNITARIAN SOCIETY IN NEWTON

FUSN Issuance 2010-01

Policy Information

From: Pat Rohan
Chair, Operations Council

Date: April 20, 2010

Subject: **Policy and Information Issuances**

Purpose: To make the essential policy and information documents of the Board of Trustees and the Operations Council readily available to the congregation.

Background: Historically, documentation of decisions made by the Board of Trustees, the Church Council, and, now, the Operations Council has been recorded in the minutes of meetings. In order to make the policy decisions of these bodies more accessible to FUSN leadership as well as the congregation the Operations Council is committed to assembling and displaying policies and information on the FUSN website.

Will this change the way policies are made?

No. The issuance series will not change the way policies are made at FUSN. The Board of Trustees and the Operations Council is working through the implications of the new governance model on shared authority for policymaking. The issuance series will be one of the ways we communicate our progress to the congregation, but the issuances themselves are simply an administrative process for communication.

Issuance Numbers

Issuances will be numbered according to the calendar year (2010, 2011, 2012, etc.) and sequence (01, 02, 03, etc.), and will indicate by checkmark whether the issuance is policy or information.

Issuance Headings

Headings to the left will include:

<u>Heading</u>	<u>Description</u>
From:	Either the Chair of the Operations Council or the Chair of the Board of Trustees.
Date:	The date of issuance or posting. <i>If the policy described in the issuance was passed by the Board in 1997, or 2007, this will be clearly conveyed in the text but not used as the issuance date.</i>
Subject:	A simple descriptive name that is easy to identify on a list of past issuances. The body of the issuance will also have headings to the left to organize the standard elements of the text. Issuances will use the <i>fewest</i> headings possible in order to keep documents simple. Such headings <i>may</i> include:
Purpose:	May be useful to the reader as a brief orienting statement.
Background:	Useful to convey the context, history or process of shaping the policy, the background may be the most interesting part of the issuance.
Policy:	Though many paragraphs under other headings may describe the “what” and “why” of the policy, it is helpful to have a separate heading that points to a brief statement of the policy.
Effective:	Useful if the effective date is different from the issuance date, or is several weeks or months away.
References:	This may be useful if references to other sources or issuances are made.
Inquiries:	This may be useful if the individual appropriate to contact are not the same as the individual sending the issuance.
Attachments:	Each attachment will be described in the text and will also be listed under this heading at the end of the document.