

# GNUUC Policy Creation Template

## Context

In 1 or 2 paragraphs, document the history of the congregation which lead to the creation of the policy. Help people understand how the policy will relate to other GNUUC policies, UUA recommendations, or congregational norms. This will help people understand why the policy is necessary.

## Definitions

Define any terms that may be new or unclear to the reader.

## Stakeholders

In a list, identify committees or roles in the congregation that are affected by the policy and briefly state how they are involved with the policy.

## Feedback

Using at least one of the following methods: (1) a town hall meeting, (2) a written survey, or (3) one-on-one interviews, to solicit feedback on the proposed policy.

Then, in 1 or 2 paragraphs, document the main discoveries of your community input.

## Policy

Policy goals are mission-driven, measurable changes in the life of the congregation accomplished by definite date. In 1 paragraph, explain the goals of the policy and how the policy advances the mission of GNUUC.

## Tasks

A policy creates a measurable change in the life of the congregation. The way to create a measurable change is to be specific about what needs to happen, when it will happen, and how it will be monitored. Itemize and explain the actions required by the policy.

## Accountability

For each action define: (1) the timeframe for those actions to occur, (2) the committee or role responsible for taking those actions, and (3) the committee or role responsible for ensuring those actions occur on schedule.