



Policy Development Process

Policies and procedures provide a guide for meeting Archdiocesan objectives and describe the steps that are to be taken when carrying out a particular service or ministry. Carefully formulated and correctly implemented policies and procedures lead to greater efficiency, reduce the risk of errors, provide accountability, ensure transparency, offer clarity and consistency, and guarantee adherence to civil and canon law. A policy is a documented set of basic principles and associated rules that guide the decisions to be taken for accomplishing the common good. A procedure may be included in a policy to provide step-by-step instructions on how to perform a task.

A. What Makes a Good Policy?

Policies generally contain certain standard components:

Purpose:	Outlines the reason for and the desired effect or outcome of the policy
Background:	Historical information that provides justification for the creation of the policy
Specifics:	Offices and/or people that are impacted Required behaviour Processes to be followed Regulations, both internal and external
Definitions:	Clear explanations of key terms and concepts
Implementation:	The person(s) responsible for carrying out the individual policy How policy adherence will be ensured
Effective Date:	Date on which the policy is in force Archbishop's signature is to accompany the stated effective date
References:	Other documents or applicable laws and regulations
Forms:	Relevant to the processes outlined such as agreements, applications, contracts, etc., client information forms or other documents.

B. Archdiocesan Policy Administration

The administration of Archdiocesan policies is part of the portfolio of the Internal Audit Office. The responsibilities include:

1. To review current policies to ensure that they are up-to-date;
2. To identify policy gaps;
3. To assemble information and provide analyses for the development of new policies;
4. To act as a central information source by maintaining and distributing policies, procedures and forms;



5. To guide the process of creating and revising policies.

C. Development of a New Policy

1. Initiation

The need for a new or revised policy can be identified by any Archdiocesan employee or committee. Once it has been determined that the issue is not addressed satisfactorily by the teaching of the Catholic Church, by the universal law of the Church or by policies and procedures already ratified for similar circumstances, then a proposal is presented to the director responsible for the office(s) that will be affected by the policy.

The director, in turn, is to discuss the proposal with his or her delegate/vicar. If the delegate/vicar concurs, then the delegate/vicar presents the proposal to the Archbishop.

2. Draft

If the Archbishop agrees that a new or revised policy is warranted, then it is the director's responsibility to have a draft policy prepared for review. Depending on the complexity of the policy, the director could assign the task to the initiating employee or form a committee for a more thorough review.

3. Format and Filing

Once the policy draft is complete, it is to be forwarded to the Internal Auditor who will:

- Verify that the policy is either a new policy or a revision;
- Format the policy document, using the approved template;
- Determine the appropriate section and subsection;¹
- Add the name of the policy draft to the Policy Control spreadsheet, filling in the required information and indicating the status as "Approval Pending"; and
- Forward the policy draft (and the policy the draft is replacing, if applicable) to the Archbishop.

4. Consultation

The type of policy and degree of complexity will dictate the level of consultation with any staff or committees that will be required prior to the Archbishop's approving or rejecting the proposed policy.

5. Approval

Only the Archbishop approves policies and procedures intended to apply to the entire John Paul II Pastoral Centre or to the Archdiocese of Vancouver. The only exceptions to

¹ Sections and subsections are limited to a list approved by the Archbishop.



this rule are routine office procedures and special decrees issued by vicars that clarify the manner in which Archdiocesan policies are observed, or to urge their observance.

6. *Circulation*

The Internal Auditor will be responsible for ensuring that the newly approved policy is placed into circulation and, if applicable, the superseded policy is removed from circulation.

Placing into Circulation

- The newly approved document is sent to the initiator of the policy and/or the director of the office responsible for upholding the policy. One of these individuals will circulate the policy to the appropriate stakeholders.
- The Communications Office is advised that the policy needs to be uploaded to the appropriate section of the Policies & Procedures webpage on the Archdiocesan website www.rcav.org.
- In addition, the webmaster is to send an email notification to all members of the Archdiocesan community advising them that a policy has been uploaded to the website and providing them with a link to the policy.

Removing from Circulation

The webmaster is to remove abrogated and superseded policies from the website. Paper and electronic copies of these policies are to be retained in perpetuity as an historical record, as directed in section 10 below.

7. *Enforcement*

In the Archdiocese, policies are enforced at the level at which the policy applies.

8. *Administration Procedures for Filing New Policies*

All policies are filed both electronically and in paper files. The following steps are required to ensure that new policies and superseded policies (if applicable) are filed properly.

New Policies

- a. File the official electronic version² of the policy according to subject in the Policy directory located on the server Departmental_Shared (\\RCAV-FS01). Policies are filed by their official name and the effective date in the following format: YYYY-##MMM-DD.
- b. Place a paper copy of the official policy in a **green** folder labeled with the policy name and the effective date. The folder is filed alphabetically in the Policy cabinet located in the Office of the Internal Auditor.

² The official electronic version contains the Archbishop's signature.



- c. In the Policy Control database, change the status of the new policy from “Approval Pending” to “In effect”.

Superseded Policies

- a. Once the revision draft is approved, the current policy is superseded and is no longer effective. From the policy cabinet, remove the **green** folder containing all the back-up documentation of the newly superseded policy. Set the documentation aside.
- b. Revise and move the official electronic version of the newly superseded policy:
 - i. Add “SUPERSEDED” in **red** to the header;



- ii. Indicate the name of the superseding policy in **red** at the bottom of the last page of the current policy.

Superseding Policy
 [Name-of-Policy-Revision] issued on [Date].

- iii. Save the revised electronic file and move it from the “In Effect” folder to the “Superseded” folder.
- c. Print a copy of the newly revised superseded policy and place the document in a **red** folder labeled with the name of the policy, the effective date and the superseded date. Add the back-up documentation that was set aside in step (a) to the folder. File the folder alphabetically in the Policy cabinet located in the Office of the Internal Auditor.
- d. Change the status of the superseded policy in the Policy Control database to “Superseded” and indicate the name of the superseding policy and the date it became effective.

Abrogated Policies

- a. When a policy is abrogated, it is no longer effective. From the policy cabinet, remove the green folder containing all the back-up documentation of the newly abrogated policy. Set the documentation aside.
- b. Revise and move the official electronic version of the newly abrogated policy:
 - i. Add “ABROGATED” in **red** to the header;





- ii. Save the revised electronic file and move it from the “In Effect” folder to the “Abrogated” folder.
- c. Print a copy of the newly revised abrogated policy and place the document in a **red** folder labeled with the name of the policy, the effective date and the abrogated date. Add the back-up documentation that was set aside in step (a) to the folder. File the folder alphabetically in the Policy cabinet located in the Office of the Internal Auditor.
- d. Change the status of the abrogated policy on the Policy Control database to “Abrogated” and indicate the date it was abrogated.

Approved: 2018-August-28
Memorial of St. Augustine

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The following policy is hereby superseded:
Policy Development Process, issued on September 29, 2017.