

# Christ Church Episcopal

## Protocols Committee

Charter: 8.26.21  
Initiated:  
Revised: 9.18.21

**I. Purpose:** The Protocols Committee, in accordance with Christ Church Episcopal Bylaws Article VII, Section 2 "Special Committees", is appointed by the priest and chartered to reformat old or write new policies to a standardized form for Christ Church Episcopal and present to the vestry and committees for needed revisions or amendments.

### **II. The committee will:**

A. Create a manual for Christ Church Episcopal, putting all Policies and Protocols in one place with the intent of making them more readily available when needed by the priest and parish.

B. Make information more readily accessible by creating a Table of Contents and giving order to policies under appropriate headings with consistent format.

C. Provide a permanent manual for reference and for committees to locate their current policies, job descriptions and committee functions for annual review and evaluation.

D. Create an annual calendar for the review and evaluation of protocols.

**III. Upon completion** of its work and final report to the Vestry, the Protocols Committee will meet quarterly as necessary to maintain updated protocols in the Policies and Procedures Manual.