

# **POLICY MANAGEMENT PROCESS**

**Church: St. Mary Magdalene with Sale West  
Community Church**

**Ashton on Mersey**

**Address: 44 MOSS LANE  
SALE  
M33 6GD**

**Date: June 2023  
Review Date: June 2026**

**ST MARY MAGDALENE ASHTON-ON-MERSEY  
POLICY MANAGEMENT PROCESS**

The purpose of this policy is to provide a basis for policy monitoring

- All policies are owned by a named position or individual in the church.
- All policies are approved by the PCC and available on the Church’s public website.
- Each policy has a set review date, between one and three years.
- The owner is responsible for any updates.
- At review date the owner is responsible for producing an up to date policy
- A reviewer is nominated from the Policy Review Committee to check the policy before it is presented to the PCC for final review and approval
- The PCC secretary is responsible for ensuring policies are reviewed at the correct intervals.

<b>POLICY TITLE</b>	<b>OWNER</b>	<b>DATE FOR REVIEW</b>
Health & Wellbeing Policy	Head of Operations	May 2014
Health & Safety Policy	Health & Safety Officer	March 2020
Privacy Policy	Head of Operations	May 2021
Conflicts of Interest Policy	Head of Operations	March 2022
Employee Handbook	Head of Operations	March 2022
Safeguarding Policy Statement	Parish Safeguarding Officer	November 2024
Salary Policy	Head of Operations	April 2026
Policy Management Process	Head of Operations	June 2026
Drugs & Alcohol Policy	Head of Operations	September 2026
Expenses Policy	Parish Treasurer	September 2026
Equal Opportunities Policy	Head of Operations	September 2026
Financial Controls	Parish Treasurer	November 2026