

# **Grace Community Church in Overbrook**

## **Approval of Educational Materials**

**Policy #01-007**

**Approved By the Church Cabinet  
July 24, 2007  
Revision: August 28, 2007**

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Senior Pastor

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Date

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Chairman of the Congregation

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Date

# Policy

## Approval of Educational Materials

The leadership of Grace Community Church realizes that there is a large amount of material available for use in its educational endeavors such as Sunday School, Bible Studies or other church activities. Some of it is relevant and applicable to support the policies and beliefs of this church; some of it is not. This policy establishes the guidelines for the determination of which materials will be used within the church.

**POLICY:** Any material, written or electronic, which is used as a principal source of information in a classroom or teaching setting or which is used in any small group study or Bible study supported by Grace Community Church must first be submitted for approval to the Pastoral Staff. The decision of the Pastoral Staff as to the appropriateness of the material must be confirmed by the Church Council (or Cabinet) prior to its use. Such material will also include any brochures, pamphlets or other printed or electronic material which outlines or states the beliefs or policies associated with the church.

**PROCEDURE:** Before any material is used in a teaching setting for programs supported by the church, the material must be presented to the Pastoral Staff for a recommendation for approval. In addition, the Church Council must confirm the recommendation of the Pastoral Staff. 80% concurrence of those present and voting at a Council meeting or 80% affirmative response from an electronic or mail request from the Pastoral Staff will be required for confirmation. Responses to an email or mail request must be made within 10 days or confirmation is assumed. Anyone may submit the material, but typically, the submitter should be the individual(s) who intend to use the material or the Chair of a task force for whose programs the material will be used. The material may be presented orally or in writing to the Senior Pastor or his designee who will, in conjunction with the pastoral staff, review the material to determine whether or not the material is appropriate for use by the church and make a recommendation on the approval of the material to the Council. The request for approval should contain the following: 1) What program the material is to be used for; 2) Why this material was chosen; 3) Who is going to use the material, i.e. who is the teacher; and 4) When and where is the material going to be used. Copies of the material, or references to sources which can be used to accurately describe the material should also be included. Should there be a question of policy or should the approval or disapproval require a policy change, the Council, at its option, may refer the confirmation to the Church Cabinet or request the Cabinet to implement a policy which supports the Council's decision.

Material which has been approved for use within the programs of the church shall be added to a list of educational approved material maintained by the Chair of the Christian Education Task Force. A copy of the approved materials list shall also be kept in the files of the Business Administrator. Such material may be used freely in any program or activity sponsored by the church. Material which has not been

approved or which has been disapproved according to this policy, may not be used within Church programs in any way. At its option, the Pastoral Staff and Council may again review disapproved material at a later date if circumstances warrant.