




**Process Methodology for
Developing and Implementing**

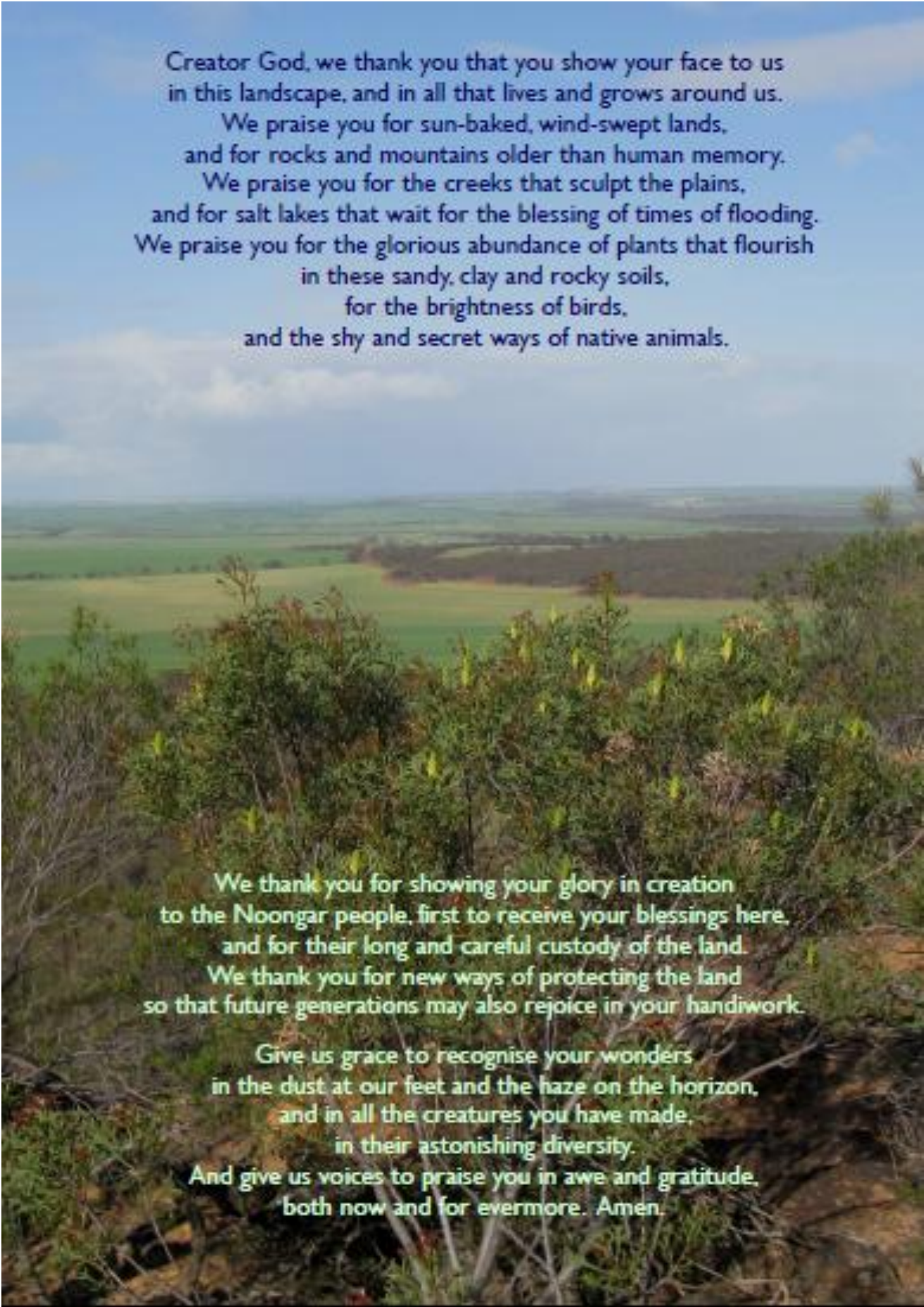
**Sustainability Guidelines
For Your Diocese**

Prepared by the
Anglican Diocese of Perth
For the General Synod Environment Working Group
2011

A man wearing a blue bucket hat, a dark long-sleeved shirt, and light-colored trousers is walking through a dense forest. He is leaning forward and holding a long, thin wooden staff. The background is filled with green trees and foliage, with a bright sky visible through the canopy.

Sustainability...
**God cares,
Anglicans care,
because**

The earth and all living creatures belong to God.
They are sacred, bearing God's own fingerprints.
Jesus uses stories of seeds, flowers,
growth and harvest
to teach how God's coming kingdom will look.
The Holy Spirit is God's inspiring breath,
giving us energy to make a difference in the world.
When some of us take more than our fair share,
the whole of God's creation suffers.
When we pray and act for justice,
when we choose to care for the planet,
when we are good stewards of all our resources,
God's forgiveness flows through Jesus Christ,
and hearts and habits are changed for good.
You are invited to pray and work with us,
in Jesus' name.



Creator God, we thank you that you show your face to us
in this landscape, and in all that lives and grows around us.

We praise you for sun-baked, wind-swept lands,
and for rocks and mountains older than human memory.

We praise you for the creeks that sculpt the plains,
and for salt lakes that wait for the blessing of times of flooding.
We praise you for the glorious abundance of plants that flourish
in these sandy, clay and rocky soils,
for the brightness of birds,
and the shy and secret ways of native animals.

We thank you for showing your glory in creation
to the Noongar people, first to receive your blessings here,
and for their long and careful custody of the land.

We thank you for new ways of protecting the land
so that future generations may also rejoice in your handiwork.

Give us grace to recognise your wonders
in the dust at our feet and the haze on the horizon,
and in all the creatures you have made,
in their astonishing diversity.

And give us voices to praise you in awe and gratitude,
both now and for evermore. Amen.

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Acknowledgements

These guidelines were compiled by Bishop Tom Wilmot, Dr Catherine Baudains and Claire Barrett-Lennard for the General Synod Environment Working Group

Anglican Diocese of Perth
Level 2
573 Hay Street
Perth WA 6000
P: (08) 93257455
www.perth.anglican.org

Anglican EcoCare
Wollaston Education Centre
Wollaston Road
Mount Claremont WA 6010
P: (08) 92860276
ecocare@perth.anglican.org

Anglican
Church
Diocese of Perth



Process Methodology

The purpose of this document is to assist your Diocese in producing a sustainability policy.

This document contributes to the work of the General Synod Environment Working Group under the General Synod Canon 11, 2007 for the protection of the environment.

The figure below outlines a process methodology used successfully by the Diocese of Perth. It is explained in the following pages.

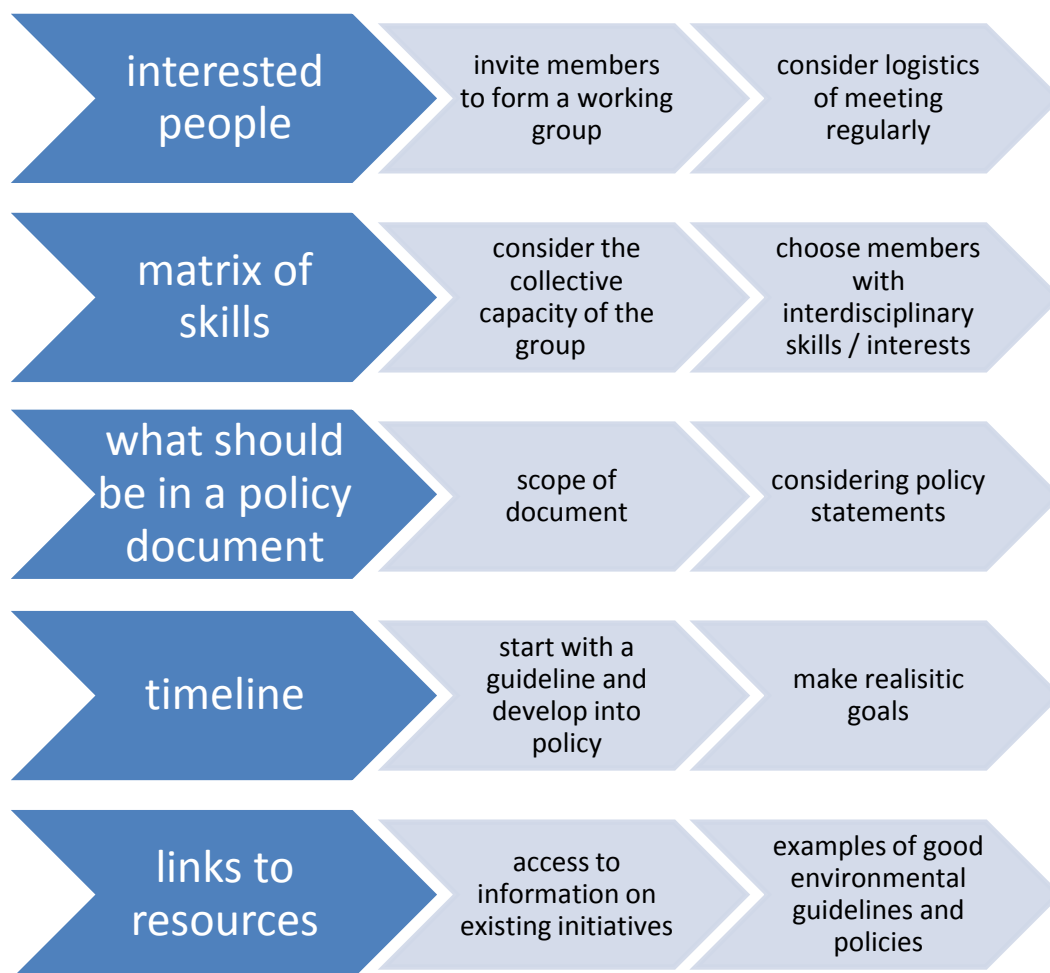


Figure 1: Outline of Process Methodology

Interested people

The first step to creating an environmental policy is to gauge interest and enthusiasm for the production of the document, and recruit members to form a 'working group' for its production.

Multiple and diverse methods of communicating can be employed when seeking members to form a group. The Anglican EcoCare Commission found an initial and personal contact was effective for the establishment of rapport, before more official channels, such as letters and emails were employed.

The chair of the working group can invite members 'officially' asking for their prayerful consideration in joining the Environmental Working Group to produce a *Sustainability Guideline* (amended into policy). A letter could include the following; the motion to which the commissioned work refers, the parameters of the document, personal and professional commitments, such as time, and the capacity in which you hope the individual can contribute (consider the matrix of skills).

Meetings

Developing and editing a document into a consistent and articulate form takes some time; particularly with a group of two or more members! The following are important considerations when planning meetings.

Logistics Consider the time and duration of meetings, venue, access to IT such as computers and projectors (to edit as you go), means by which members can file share, methods for communication (email, teleconferencing, share files).

Identify schedule At the formation of the Environmental Working Group, a sunset clause should be expressed. The group's purpose is to produce the document, and once it is complete, it should be the responsibility of the parent organisation to update and amend.

Clear agenda determine a clear agenda; in which order should the document be approached, how long should the writing take (as opposed to editing), how can meeting times be used most effectively to ensure the efficient production of the document, what roles need to be filled – eg note taker, editor, chair, community/ parish/ school liaison.

Consider alternatives Meetings can prove taxing on already over committed people. To save on time, travel and expense, consider alternatives to meetings such as teleconferencing, electronic file sharing, emailing or videoconferencing.

Accessing the document It is of paramount importance that the most up to date document be accessible to each of the members of the Environmental Working Group. Consider appointment a Project Officer who regularly distributes the latest version of the document, editable with track changes. Determine how best to save documents so that they are systematically organised and easily accessible. Programs that offer free file sharing are Google Docs and Dropbox.

Matrix of skills

Collective capacity The capacity of any group is enhanced by the multiple and diverse skills and interests of individuals. It is for this reason that not every member need consider him/herself a *hardline* environmentalist. An Environmental Working Group may consist of members, lay and ordained, who represented different parishes and community organisations, have different levels of spiritual, technical, social, fiscal and cultural understandings of the environment and their responsibility for it.

Interdisciplinary skills To increase the capacity of your Environmental Working Group consider approaching members with different interests and expertise. Their contributions; academic, spiritual, cultural, scientific, might give dimension and balance to the group.

What should be in a policy document?

Policies and Frameworks/ Guidelines

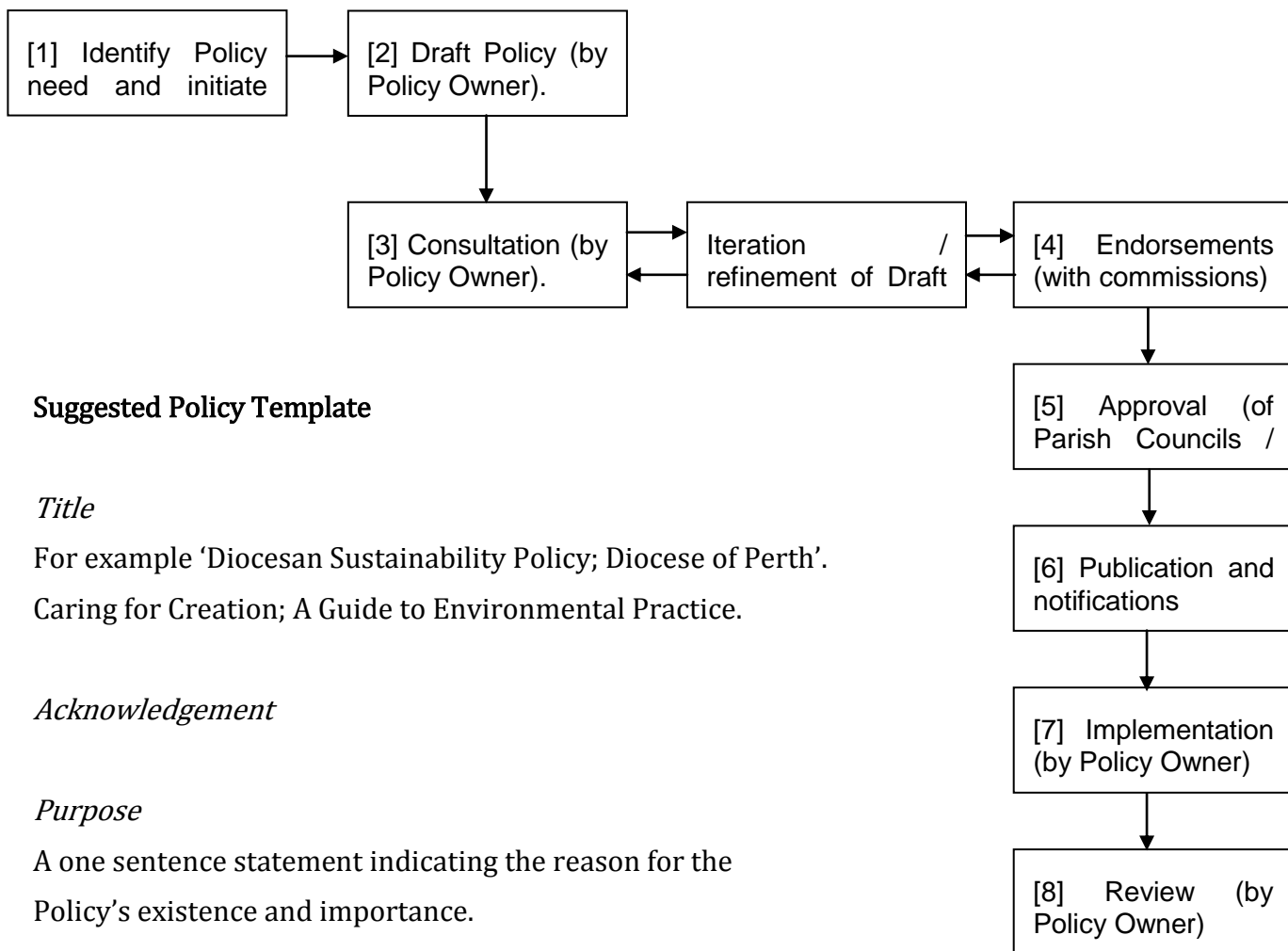
A *policy* is a written statement, which reflects the position and values of the Church (Diocese / Parish) on a given core matter. The aim of a policy is to ensure that decisions align with the Church's Mission Plan, Christian values and legal obligations.

A policy is not statutory or a regulation, nor is it a strategy, a procedure, or a guideline. For clarity and transparency, it is best as one page long. A *framework* document, which outlines how a Policy will be practically implemented, can be written to support a policy - but it is NOT the Policy itself.

Considerations for Policy formulation:

Compliance & Consistency	<ul style="list-style-type: none"> ▪ Legislation ▪ Diocesan regulations, other policies and existing Charters ▪ Mission Plan
Non-compliance	Consequences of non-compliance.
Strategic implications	Issues of “risk” (legal, financial, moral ...)
Externality	Does this Policy represent “best practice”?
Audience	Identification of persons concerned: who needs to know, act in accordance with and are affected by this Policy.
Access	Web / Publication / Framed and conspicuously displayed
Clarity and Transparency	Easily understood and clear in intent.
Practicalities	Feasible to implement – may need a Framework document.
Authorisation (Ownership)	Designate the Policy Owner (person/body), who has the functional responsibility for implementation and accountability in the core matter covered by the policy. The Policy Owner is responsible for the process of obtaining policy approval, amendments and review.
Responsibility	Identification of those responsible for implementation, day-to-day operation of the policy and monitoring for compliance.
Key Performance Indicators	Definitions of the mechanisms to indicate the policy’s effectiveness.
Proximity	Relationship between responsibility and accountability of function.
Feedback	Processes for reviewing and updating the policy.

Policy Development Process Flow Chart



Suggested Policy Template

Title

For example ‘Diocesan Sustainability Policy; Diocese of Perth’.
Caring for Creation; A Guide to Environmental Practice.

Acknowledgement

Purpose

A one sentence statement indicating the reason for the Policy’s existence and importance.

Policy

A one sentence statement which is concise and clear.
If there is more than one policy statement, these are listed down the page.

Definitions

If required.

Audience

Identify who needs to know, act in accordance with and will be affected by this Policy.

- Parishes
- Schools
- Community organisations

Relevant Legislation

Such as Canons, etc which are necessary for compliance and for reference.

Legal Compliance

List of obligations.

Related Documents

Such as a Framework document, which is nuted out usually after the Policy.

Document Management and Control

Policies have a footer, indicating

- Person(s) who prepared the document;
- Authorising person/body (policy owner);
- Date of issue or revision;
- Review date
- Ownership (©This policy is the property of the Anglican Diocese of Perth – or Parish of)

Considering Policy Statements

When planning to create your own sustainability policy it is helpful to consider examples from other organisations, and examine them critically and as objectively as possible. Questions that are helpful in gauging the quality of a policy statement are provided below and can be used to 'score' a policy, giving a 1 for yes, and 0 for no.

Does the policy commit to: Yes=1
No=2

1. go beyond compliance (do more than is required by the hierarchy)?
2. minimising emissions and discharge (minimise pollution)?
3. transparency in reporting (open and honest reporting of impacts)?
4. continuous improvement (continue to reduce environmental impacts)?
5. pollution prevention (stop pollution/waste before it happens...)
6. resource conservation (e.g. water, energy, materials)
7. full life cycle of products and their impacts
8. open communication with stakeholders

The higher the score, the more meaningful the policy. Test your own policy too – how does it score? Is it a good policy?

Timeline

Our experience; start with a guideline

The Environmental Working Group started working on a Diocesan Environmental Policy only to find that the document was too prescriptive for its approval by Diocesan Council and implementation in the wider Anglican Community. As a result, the *Policy* was amended and submitted to Synod as a *Guideline*. The *Guideline* was accepted without debate.

When considering timelines, it could be helpful to account for the compilation, editing and formatting of 1) a guideline and 2) a policy. Further, their approval by Diocesan committees and councils and distribution (either electronically or via a postal service) should be taken into account.

Links to useful resources

Anglican Environment Working Group

<http://www.environment.perth.anglican.org/>

Australian Anglican Environment Network

<http://www.aaen.org.au/>

Caring for Creation

<http://sustainability.perth.anglican.org/>

Anglican EcoCare Commission

[http://www.perth.anglican.org/web/Organisations/Anglican Eco-Care Commission/](http://www.perth.anglican.org/web/Organisations/Anglican%20Eco-Care%20Commission/)

Environmental News Network

<http://www.enn.com/>

Business Recycling Directory

<http://businessrecycling.com.au/>

Eco Congregation

<http://www.ecocongregation.org/>

Episcopal Ecological Network

<http://eenonline.org/>

Anglican Commission for the Environment

<http://www.pastornet.net.au/envcomm/Links/links.html>

Church of England – Environment

<http://www.churchofengland.org/our-views.aspx>

Season of Creation

<http://seasonofcreation.com/>

National Council of Churches – Sustaining Creation

<http://www.ncca.org.au/departments/social-justice>

We wish you all the very best in creating your own Diocesan Environmental Policy!

With every blessing from



The Right Reverend Tom Wilmot

Assistant Bishop of Perth

Chair, Anglican EcoCare Commission

General Synod National Environment Working Group



Dr Catherine Baudains

General Synod National Environment Working Group



Claire Barrett-Lennard

Project Officer

Anglican Advocacy Commissions