# **Learning and Development Policy**

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| This is a template policy developed for general use by Baptist Churches in NSW and ACT and may not necessarily be suitable for you and your church's situation.  The information provided in this document is accurate and up-to-date as of the time of writing. However, due to the possibility of changes in circumstances or changes in legislative requirements and best practise, we cannot guarantee the continued accuracy or relevance of the content.  It is recommended that you consider whether the information is appropriate to your needs, and where appropriate, seek professional advice.  This document should be used and read in conjunction with the *Guide to the Template Policies* document. |

**Purpose**

**ABC Baptist Church** (the Church) is committed to the ongoing development of our staff. This demonstrates our commitment to our values, good practice and professionalism.

The purpose of the Learning and Development Policy is to encourage and support staff to actively pursue their Learning and Development as an important part of their role with the Church.

**Definitions**

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| Learning and Development | Learning and Development includes the provision of learning and development opportunities and activities to extend and broaden the scope of professional capabilities of staff in relation to their role and responsibilities. Learning and Development activities build on the collective knowledge and experience of staff and provide staff with opportunities to acquire, practice and adopt new knowledge, thereby enhancing individual and church learning and capabilities. |
| Staff | Refers to both employees and pastors |

**Role of the Church**

The Church will identify their priorities and support staff to enhance and build their capacity, skills and professionalism to enable them to contribute effectively according to the Church’s vision and strategic goals. The Church is committed to providing staff with:

* The opportunity to develop capabilities that contribute to the Church in their role
* The opportunity to develop personal plans and participate in development activities that extend and enhance their capabilities
* Equity of access to Learning and Development opportunities

Learning and development is an important part of the role of all staff and is part of their paid worktime.

It can be noted that the Church may at times include both Ministerial Staff as well as Administrative Staff and the learning and development of these staff will be different due to the differences in their roles.

Staff learning and development needs will be identified and recorded through the performance management process. Refer to the *Performance Management Policy* for further information on the annual performance management process.

Ministerial Staff

For Ministerial Staff, learning and development can be spiritual, academic/professional or relational.

Some examples of these include:

* Personal and Spiritual Formation
* Supervision
* Mentoring/Coaching/Spiritual Direction
* Counselling/Therapy/Prayer Ministry
* Reflection on Current Ministry roles
* Retreats (spiritual, individual, Pastoral Renewal)
* Personal reading on personal spiritual formation
* Spiritual formation courses
* Marriage enrichment courses
* Short-term mission trips
* Professional and Academic Formation
* Seminars, Training courses, Conferences
* Post-graduate studies
* Distance study or other appropriate secular institutions
* Professional reading reflecting on academic learning
* Involvement in a professional area or body
* Involvement in pastoral/church reviews, observation or evaluation
* Write an article for a journal
* Present a paper at a conference
* Teaching and/or designing workshop/lectures (if not your primary ministry)
* Relational
* Attendance at Assemblies and the Gathering Annual Conference
* Attendance at Pastors and Leaders Conference
* Membership and involvement on a committee
* Involvement in regional pastors’ networks
* Involvement in District Association meetings
* Involvement with Church Consultation
* Involvement in training others for ministry
* Mentoring a student or church leader
* Outside main ministry involvement (e.g. chaplaincy, community work, schools)
* Preaching in other Baptist churches

In additional this, in line with the Royal Commission recommendations, Ministerial Staff should attend at least 6 Professional pastoral supervision sessions per year.

Administrative staff

Learning and development for Administrative staff will differ depending on their role. Individual learning and development needs will be identified and recorded through the performance management process in line with the *Performance Management Policy*.

**Role of staff**

Staff are encouraged to take responsibility for their own work-related learning and development, and are also encouraged to assist others in their development by highlighting any gaps in their own skills or knowledge they believe they have and to apply their learning to its most effective use.

**Process for approval**

Up to **$XXX** per year will be available for learning and development per staff member. This should be agreed with their **[Leadership/ management/ supervisors etc]**, ahead of time during the review process each year.

Further requests made during the year will be considered if there are remaining budgeted funds available.

## Document Control Information

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| **Learning and Development Policy** | |
| Owner |  |
| Master Copy |  |
| Date created |  |
| Date last reviewed |  |
| Approved by **[Management Team]** |  |
| Approved by **[Governance Group]** |  |
| Date next Review |  |

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| --- | --- | --- | --- |
| Date | Version | Revision Description | Reviewed / Updated by |
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