

02.01.600

## **Vocational Development and Training Policy**

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**This policy is to be read in conjunction with the parent policy, Church Worker Service Policy (02.01).**

### **Purpose**

The purpose of this policy is to affirm the expectation that all church workers who serve in the church, and its associated entities, in any capacity (paid or unpaid) have access to vocational development and training to contribute to the ongoing development of appropriate skill, knowledge and experience to enable and equip them to effectively and safely carry out their duties.

### **Relevant to**

This policy applies to:

- all church workers
- all entities of the church.

### **Objectives**

The objectives of this policy are to articulate and encourage practices that contribute to:

- all church workers being equipped with the necessary skills, knowledge and abilities to carry out their roles
- all church workers being encouraged to develop their God-given potential, both vocationally and personally
- service-long learning for all church workers being encouraged and supported to maintain the high level of skill, knowledge and ability necessary for their roles
- all development and training activities and attendance being appropriately recorded and documented
- all legislative, regulatory and church requirements being met.

## Policy Statement

The church expects that church entities encourage and provide for the planned, and other ad hoc, development and training of their church workers. This will enable church workers to fulfil their respective roles and equip them to carry out their responsibilities effectively and safely. Appropriate vocational, professional and personal development and training needs and activities should be identified, planned for and scheduled appropriately. The Lutheran Church of Australia (LCA) also expects that all attendances at development and training activities are appropriately documented and recorded.

## Definitions

**LCA HRS** – the LCA's Human Resource System (HRS) is used to process payroll and ultimately for other human resource management functions (eg recruitment, calls, training, professional development, performance management and work health and safety).

**Development and training activities** – activities designed to increase skills, knowledge and/or abilities and/or to provide information leading to shared understanding. Activities may include, but are not limited to, induction and orientation, instructions and briefings (ie the use of equipment, safety protocols, and evacuation procedures etc), private reading and reflection, workshops and seminars and courses and formal education.

## Procedural Principles

The application of this policy will result in:

- opportunities for all church workers to access development and training opportunities
- vocational/performance development planning occurring to identify the development and training needs of church workers, commensurate with level of responsibility
- funds being made available to meet, or contribute to, the costs of necessary training and development activities
- attendance at training and development activities being encouraged
- attendance at mandatory training for non-voluntary church workers occurring in paid time
- church workers with supervisory responsibilities modelling good practices by attending development and training activities
- accurate records of activities attended being kept in the LCA HRS or another mechanism as appropriate until the LCA HRS is fully implemented
- documentation held within the LCA National Office physical or electronic spaces being held securely and confidentially and only accessible by appropriately authorised personnel
- acknowledgement and recognition of engagement in development and training activities.

**Responsible Person/s**

- General Church Council (GCC) is responsible for overseeing compliance with this policy across the church.
- District Church Councils (DCC) are responsible for overseeing the implementation of this policy within their respective districts, to monitor compliance and report to GCC.
- Church entities' councils are responsible for the implementation of this policy and related procedures, and they are responsible to report compliance to their respective district.
- The Church Worker Support Department is responsible for disseminating all policy and procedure information to GCC, DCC and church entities, assisting with interpretation, implementation and compliance reporting.

**Complementary Policies, Standards and Protocols and Guidelines**

Vocational Development Review Guidelines  
Continuing Education for Pastors Program  
Volunteer Development Planning Guidelines  
Professional Standards Department Training  
Mandated training by legislated authorities  
Workplace Health and Safety Policies  
Congregational Leadership Training Guidelines

**Document Controls**

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