



B06 Training Policy Ettalong Baptist Church

Purpose

This policy outlines our responsibility re the induction and training of Paid staff and Volunteers at EBC. Adequate training will ensure that legal and compliance obligations are met, and that everyone understands their roles and how to carry out the key parts of their role.

The foundation of this policy, as with any other policy within our church environment, is to ensure that everything we do brings glory to our Saviour and equips our Pastors and volunteer leaders with the required skills to do this.

Procedure

Identifying Training needs:

There are a number of touchpoints within the life of the church, at which training is a key component, and as such a training need is identified:

1. The induction of new Pastors or Leaders (i.e. when appointed to a role)
2. The introduction of new legislative requirements/ laws/ compliance.
3. The purchasing of new equipment/ or technology.
4. Refresher training as legally required
5. Incorrect use of a piece of equipment or process- resulting in injury or feedback from an individual.

How are training needs identified within the church?:

1. **For induction, job descriptions are the starting point for identification of training needs. There are job descriptions in place for all key roles.**

The elders would be responsible for meeting with any new member of the Pastoral team within their first month in the role and discussed key components of the job description.

The special committee formed to recruit the Pastor would have noted within the recruitment process any areas in which they have identified a lack of skill (or experience). For example, a new pastor may not be familiar with social media or technology specific to EBC. It is the responsibility of the deacons and elders to support the Pastor to gain this knowledge. Methods of training and ensuring competency are outlined later in this policy.

2. **With the introduction of new legislative/compliance requirements the training need will be clearly identified.**



The Deacon (Standards Officer) is responsible for compliance as set out in the Ettalong Baptist Church Leadership Document. They should review the new legislation and identify how it differs from the current law or regulation in place, and who it applies to (i.e. WHS, Risk Management, Incident reporting requirements and Working with Children Check) . Those individuals to whom the legislative change affects will be identified and relevant training carried out. Formal acknowledgement of training and measurement of training effectiveness should be carried out (and are covered later in this policy).

3. Purchasing of new equipment/technology

New equipment can be easily damaged by incorrect use when new. There are varying levels of confidence skill and experience within any environment regarding the use of technology and equipment.

The leader responsible for the area of ministry (i.e. Music, worship, children’s ministry) should carry out an informal review with those involved with the ministry to ascertain:

- Level of comfort with new technology or equipment
- How the new equipment differs from old
- How each individual would like to learn how to use the new equipment or technology.

Suppliers of equipment quite often provide excellent training information either hard copy or online via You tube.

4. Refresher training as legally required

The Deacon (Standards Officer) should maintain a record of those areas within the church which require refresher programs for legal requirements, and work with relevant responsible persons to carry out refresher training within the specified time.

It’s the various leaders responsibility to ensure the currency of their training requirements for their roles.

5. Incorrect usage of equipment or application of knowledge, resulting in an incident or feedback.

Within a church environment this area of training can be the most difficult to carry out. Observation of an individual may result in identifying that a piece of equipment is not being used properly (i.e. dishwasher, projector, children’s play equipment). Feedback from an individual may provide insight into the way an individual communicates with others within the church or external stakeholders.

Once a training need is identified within this area, it should be dealt with by the Leader of the specific area by discussion with the individual, provision of training (i.e. a refresher on the



proper use of a machine etc) For behavioural or communication issues, the Leader will seek advice of the Lead Pastor on how to deal with the issue and provide mentoring and feedback.

It is most important in this situation that there is follow up, to ensure that the training need has been met, process improved or behaviour changed.

Carrying out Training

There are a number of options for carrying out training within the Church environment. Most training currently is undertaken on an informal basis. There is however some training which needs to be undertaken formally, specifically in the area of compliance and legislative regulation.

- The Deacon (Standards Officer) within Ettalong Baptist Church will carry out training or delegate and supervise the training of those individuals who are required as part of their role to be compliant.
- As mentioned early, job descriptions and changes in legislation would form the basis for identifying what training is required.
- External trainers can be bought in for other competency areas dependent on the type of training or financial resources available.
- Mentoring is an effective method of training within Ettalong Baptist Church. An elder or leader can work with less experienced ministry partners and members to improve skills in areas such as Welcome, Children's and Youth work.

Measurement of Training Effectiveness.

Although it may be uncomfortable for some individuals, when carrying out formal training to check understanding of legislative requirements, a form of test, or exercise to ensure understanding and obligations may be built into the training.

Keeping of Training records.

It is a legal requirement that training records are kept, either in hard copy or digitally for legislative and compliance matters. The records are confidential and as such should only be seen by the Deacon (Standards Officer) and the Lead Pastor. They should include, date and number of sessions attended, and the signature of the individual who underwent the training.