

KING'S LYNN CHRISTIAN FELLOWSHIP

ALSO KNOWN AS THE KING'S CENTRE

TRAINING AND DEVELOPMENT POLICY

Introduction

Trustees recognise the importance of training and development to enable the church and individuals to flourish, grow and be more effective.

Trustees are keen to provide development opportunities for both employees and volunteers.

Trustees recognise that training and development has an impact on time and finance, and they will seek to make balanced judgements regarding the benefits and costs.

Essential training

This is where training is necessary for someone to fulfil a role for which they have responsibility, whether as an employee or volunteer.

Where an employee is required to attend essential training, if it takes place on a day when they would not normally be at work, they will be given time off in lieu.

If volunteers need to attend essential training, every effort will be made to provide or arrange for the training to take place at times convenient to the volunteers and in a way that does not require them to take time off work.

The cost of any applicable training, transport, accommodation and subsistence will be met by KLCF.

Training and development that is beneficial to the church

This covers leadership development where the person in question has been identified by the Lead Pastor as having a leadership role, or leadership potential, and where attendance at a course, conference or meeting would help them to develop, with a view to them being more effective in their ministry in the church.

It also covers training and development for people in particular areas, such as safeguarding, pastoral work, administration, IT, music etc. (This is not an exclusive list).

This type of training would normally be something that the Lead Pastor has asked, or invited, the person to undertake. However, there may be situations where an individual brings a particular training opportunity to the attention of the Lead Pastor and it is agreed that it would be beneficial to the church.

Where the Lead Pastor seeks to take advantage of training or development opportunities that would be beneficial to KLCF, then the Lead Pastor will seek approval for this from the trustees.

In some situations, trustees may agree to fully fund the cost of the training, transport, accommodation and subsistence. In other situations, they may decide that they will offer a subsidy to the person undertaking the training. It may be that trustees decide to offer no funding at all. Decisions will be made on a case-by-case basis.

For a church employee, if the training takes place on a day when they would normally be at work, they would not be expected to make up the time. If the training takes place on a day when they would not normally be at work, they will be offered time off in lieu. For a church employee with flexible working hours, the hours of training should be counted as working hours.

Training and development that is beneficial to the individual but not necessarily to the church

This covers situations where an individual brings a particular training opportunity to the attention of the Lead Pastor, but it is judged that it would not, at that time, be of sufficient benefit to the church to warrant funding.

The cost of the training, transport, accommodation and subsistence would be met by the individual.

For an employee, if the training takes place on a day when they would be at work, they would normally be expected to make up their hours, or utilise their annual leave, but the Lead Pastor would have discretion over this.

Travel expenses

Where feasible, travel to training and development opportunities, should be made in the church minibus and the driver may claim for the cost of fuel purchased.

Where journeys are undertaken by private car, the driver may claim for fuel and depreciation at the basic HMRC rate.

The driver may claim for reimbursement of parking charges.

KLCF will not be held responsible for, or pay fines for, any parking or motoring offences.

The driver must make the decision as to whether to make an expense claim, but must not accept, or expect, payments from passengers.

Declining subsidies and payments for fuel and subsistence

Trustees are aware that sometimes those attending training and development events for which they are offered a subsidy may wish to decline it. So, when subsidies are offered, it should be clearly explained that this is an option whilst at the same time not be seeming to suggest that people should be under any obligation to decline the subsidy. Individuals would not normally be asked to say that they wish to accept the offer of the subsidy; rather it would be up to the individual to decline a proposed subsidy.

Evaluation

It is important for individuals, church leaders and trustees to evaluate the training and development opportunities that have been undertaken.

Those undertaking training opportunities should be asked to provide feedback at a suitable point following specific training to evaluate the extent to which it has been of benefit.

In the case of ongoing training or development over a period of time, evaluation should be undertaken at least annually.

Decision-making process - conflicts of interest

Decisions on subsidies must be made by trustees in accordance with the Conflict of Interest policy.