

# St Luke's Training Policy

For St Luke's Church, 46 Cell Barnes Lane, St Albans AL1 5QJ

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**Approved by: Standing Committee**

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**Updated by: Chris Swain**

**Update Status: -**

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Signed: .....

Role: .....

Date: .....

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## Introduction

St. Luke's PCC wish to support training where it will enrich the family of St. Luke's. This policy sets guidelines to encourage training and make funding available for such training.

## Guidelines

The scope of this policy covers training that will enrich the family of St. Luke's. The PCC will normally expect the individual(s) receiving the training to contribute 1/3 of the training cost, on the basis that the training will be of personal benefit to the individual. If possible, a further 1/3 will be recovered from the Diocese, otherwise this will be borne by the PCC. Sensitivities need to be applied to these guidelines with regards the individual(s)' ability to pay. In cases where the PCC feel the training would be of a significant benefit and wish to promote the concept, the PCC may decide to fund all the training costs.

## Process

Where a training need is identified, the following authorised individuals should together assess the case and agree for such training to go ahead.

- Vicar
- Churchwardens

Any training costing over 20% of the Church's annual training budget also requires the prior approval of the Treasurer and any expenditure over £500 must be discussed at a Standing Committee meeting and accepted at the following PCC meeting.

Where the above authorised individuals feel the training should come from Ministry Development, such training costing over 10% of the annual Ministry Development budget must be discussed at a Standing Committee meeting and accepted at the following PCC meeting.