

Draft: March, 2008

17-2: Training

1.Responsibility Centre:

2. Rationale or Purpose

The rationale or purpose statement expresses “why” the policy is being written. The rationale or purpose may also contain or cross-reference “background” materials or more explanatory details regarding various factors that led to the development of the policy.

It is the church’s responsibility to provide adequate information for all volunteers to enable them to understand their responsibilities and perform their assigned tasks.

“Faithful Footsteps” requires this information as part of the management of the duty of care assumed by those in areas of trust and authority.

3. Policy Statement

The policy statement should be a concise statement of “what” the policy is intended to accomplish. The policy should only be a one or two sentence description of general organization intent with respect to the specific topic of the policy. The policy statement should be general enough to provide some flexibility and accommodation to periodic changes in technology.

Volunteer Resources Committee will maintain an orientation package for new Committee Chairpersons as outlined under Procedures, below.

This orientation package shall be given to all new Committee chairpersons upon their election at the May Congregational meeting each year.

4. Scope

The scope of the policy can set important parameters such as to whom will the policy apply (e.g., staff, Committee members, all BCUC members) and to what (e.g., paper and electronic records, information and computer assets, etc.)

This policy applies to all newly elected Committee Chairpersons, who should ensure that the information is shared with their Committee members.

5.Procedures

The procedures will detail “how” the policy statement will be attained. Procedures may also describe “enforcement” provisions or methods for appeal. Procedures are sometimes provided in a separate document or left for local determination to provide greater flexibility for updates as well as local control.

[Note: the items in this list have been updated from the September 1993 list.]

Volunteer Resources will maintain a package for new Chairpersons of Standing Committees. It will include:

BCUC Handbook

BCUC Policies & Guidelines Manual, including the Annual Planning Calendar

Current BCUC Annual Report

In addition, the outgoing Chairperson of each Standing Committee will ensure that the following information is maintained and passed on to his/her successor:

Standard Operating Procedures binder for the Committee, including:

the mandate of the Committee

annual calendar for the Committee

job description for the Chairperson

duties assigned to other Committee Members

Communications relevant to, or prepared by, the Committee
Annual and monthly reports for the Committee for the preceding year
Other resources relevant to the Committee, e.g. project information

6.Roles/Responsibilities

The procedures may contain details about who is responsible for what. The policy should also identify who is responsible for maintaining and promoting the policy, and who will provide interpretations in the event of the need for clarification or when there is a dispute.

Volunteer Resources is responsible for administering this policy, and for reviewing and maintaining the policy document.

Chairpersons of each Standing Committee are responsible to see that appropriate records are maintained for their respective Committees.

7.Definitions

Policies should be precise and easy to understand. Some times terms will need to be defined to clarify meaning. However, the policy should attempt to convey messages in simple yet precise terms; excessive definitions may make a policy document unreadable or subject it to greater scrutiny.

8. References

It is possible that there are other policies or organizational documents that complement, supplement, or help explain the provisions contained within the current policy. References to other policies or organizational documents (e.g. BCUC Handbook, UCC Manual) can improve the usefulness of the policy.

BCUC Handbook, p. 21, Volunteer Resources Committee

item 4: The Committee...issues a call for nominations in advance of the Congregational meeting for the election of church officers and committee members

item 5: The Committee...prepares a slate of candidtaes for all positions and nominates them for election at the annual meeting of the Congregation for the election of church officers.

"Faithful Footsteps - Screening Procedures for positions of Trust and Authority in the United Church of Canada: a Handbook", p. 16-17: Volunteer/Personnel Management - Orientation and training.

9. Approval authority: Church Council

10. Approved date: October 1994/September 1993

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