

Continuous Professional Development: Guidelines for Good Practice



**Board of Ministry
May 2022**

Continuous Professional Development Guidelines for Good Practice

In developing Continuous Professional Development (CPD) the Free Church of Scotland is seeking to ensure that all ministers pursue activities which will result in growth in their abilities as ministers of the gospel. The Board of Ministry are keen to fine tune previous CPD requirements and also to co-ordinate the categories of learning with those being used for ministers in training, and the In-Service training: Character (Christ-likeness) Conviction (theological and doctrinal), and Competence (preaching, pastoring and leadership). Added to these will also a category for training in contemporary thought and culture.

Provision

The Board of Ministry will provide training opportunities, support local Presbyteries in providing training seminars, and make various recommendations. CPD is not to be regarded as a duty or a tick box exercise, but rather a privilege and a means of spiritual growth, refreshment, joy and challenge.

Website

On the Board of Ministry page on the Free Church website, there will be a section devoted to Life Long Training, which will include In-Service material and CPD information, as well as a developing a resource page for the benefit of ministers.

CPD Provision

Each year, CPD provision will be as follows:

- 1 In Service Training for a third of ministers (in person) with access to the teaching sessions made available to all ministers on the website page. (Based on Character, Convictions and Competence)
- 2 Two plenary sessions online organised by the Board of Ministry for all ministers focusing on developing professional/ministry competence.
- 3 Two Presbytery training sessions organised locally.
- 4 The following recommendations:
 - Books to read on devotional, theological and Contemporary thought or culture
 - Attendance at a conference, taking a study course or module every two years.

Accountability

Accountability helps every minister to develop intentionality and focus in these areas, and enables them to set aside the time necessary for ongoing learning. It is helpful for the Board of Ministry to track the usefulness and implementation of CPD across the denomination as the body responsible for Lifelong training, and to ensure that ministers are being supported in this way. Moving forward, we will advise each minister to keep a record of CPD that they have engaged in during the course of a year, and by December of the same year, they discuss and review it with their Presbytery mentor, who in turn will send confirmation to the Board of Ministry (through the Presbytery Mentoring Co-ordinator) that their colleague has

undertaken appropriate CPD. (template form provided). This will also provide the Board of Ministry with an opportunity to receive feedback and suggested improvements from participants.

Ministers are advised to create personal CPD folder online to build their resource base, so that topics can be revisited, and learning can be reviewed and refreshed.

Presbyteries are duty bound to send a third of their ministers to In-Service Training and should make every effort to fulfil that requirement and also to encourage full attendance at the Plenary training sessions.

Each Presbytery should ensure that at least two of their meetings a year have a training aspect – and organise and run it in such a way that is most appropriate to their circumstances.

Budget

Ministers should be encouraged to agree a CPD budget with their Deacons' Court especially for In-Service Training or for a Conference or training course deemed beneficial.

Resources

There is no one location for ideas for CPD. Some websites are useful:

FIEC's training hub at <https://fiec.org.uk/resources>

Biblical Counselling UK at <https://www.biblicalcounselling.org.uk/>

Global Connections at <https://www.globalconnections.org.uk/>

Edinburgh Theological Seminary has many courses which would be ideal. Sharing through Facebook pages or in Presbytery will allow for a helpful exchange of ideas.

Template Form

Continuous Professional Development Log Year:

Name:

Presbytery:

Date	Category *	Details **	Summary of Learned outcome

*** Character, Convictions, Competence, Contemporary thought and Culture)**

**** (Webinar, book, conference, In service, presbytery training etc)**

Signed:

Confirmed and reviewed by mentor:

Name: Signature

Page (or pages) to be forwarded to Presbytery Co-ordinator who will forward the information to Board of Ministry at year end for recording and review.