

# Church of the Nazarene Lifelong Learning Registry (LLR)

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## PURPOSE OF THE REGISTRY

- To encourage lifelong learning among Nazarene clergy in every region.
- To provide a simple way for Nazarene clergy to report their lifelong learning activity.
- To create opportunities for conversations among pastors, district and regional leaders, and education providers about lifelong learning practices and opportunities.

## CONCEPTUAL DESIGN OF THE REGISTRY

The Registry is designed to empower Nazarene clergy to self-select and self-report their participation in lifelong learning. The Registry assumes the integrity of the minister and the minister's desire to serve effectively. Guidelines and features are designed to be concise and globally applicable.

## FEATURES OF THE REGISTRY

1. Created for use globally.
2. Multi-lingual, with ability to expand options as needed. *Currently Korean, French, English, Spanish, Portuguese, Marathi; in process: Bengali.*
3. No cost to users or to any regional or district office. *Except for the cost of internet access.*
4. Accessible on smartphones and tablets (as well as laptops and desktops) with internet capability. *The Registry requires relatively little data transfer, a cost-reduction factor for those areas where internet service is expensive.*
5. User-friendly and accessible 24/7.
6. Portable. *Records easily follow the user's transfer of ministerial credentials.*
7. Sustainable. *The Registry requires low administrative oversight and is engineered in a programming language that can be handed off to future engineers.*
8. Date-range selectable reports available to users to view their own learning activity and to district and regional administrators to view activity for their district or region
9. Users can only see their own data.

## DEVELOPMENT AND ADMINISTRATION OF THE REGISTRY

The Lifelong Learning Registry has been developed by Global Clergy Development. Development based on an idea initially envisioned and tested on the Northwest USA Field of the USA/Canada Region. Subsequent to the success of testing on the Northwest USA Field, the International Course of Study Advisory Committee approved the recommendation of Global Clergy Development to further develop the Registry idea into an application capable of serving Nazarene ministers with internet access on every Region. The cost of development and ongoing administration of the Registry is funded by Global Clergy Development.

## THE LIFELONG LEARNING REGISTRY:

### Opportunities and Implications for District Boards of Ministry

The accountability for lifelong learning described in *Manual* 527.6 is actually a mandate to districts and regions to be intentional and strategic in nurturing a culture of lifelong learning among its ministers.

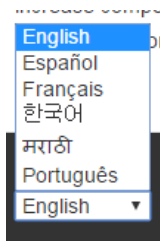
- All assigned and unassigned ordained ministers and district-licensed ministers who have been graduated from the Course of Study must complete at least 20 hours of lifelong learning each year.
- The lifelong learning activity of every minister is to be reviewed annually by the District Ministerial Studies Board (or District Board of Ministry).

*The Manual specifies that a conversation with the Board is required of each minister having completed less than 20 hours per year for two consecutive years. However, a better practice is to carefully evaluate each pastor's learning activity in order to encourage strategic conversations on creating and pursuing well-rounded lifelong learning programs, and to equip the minister to be discerning in selecting quality learning experiences.*

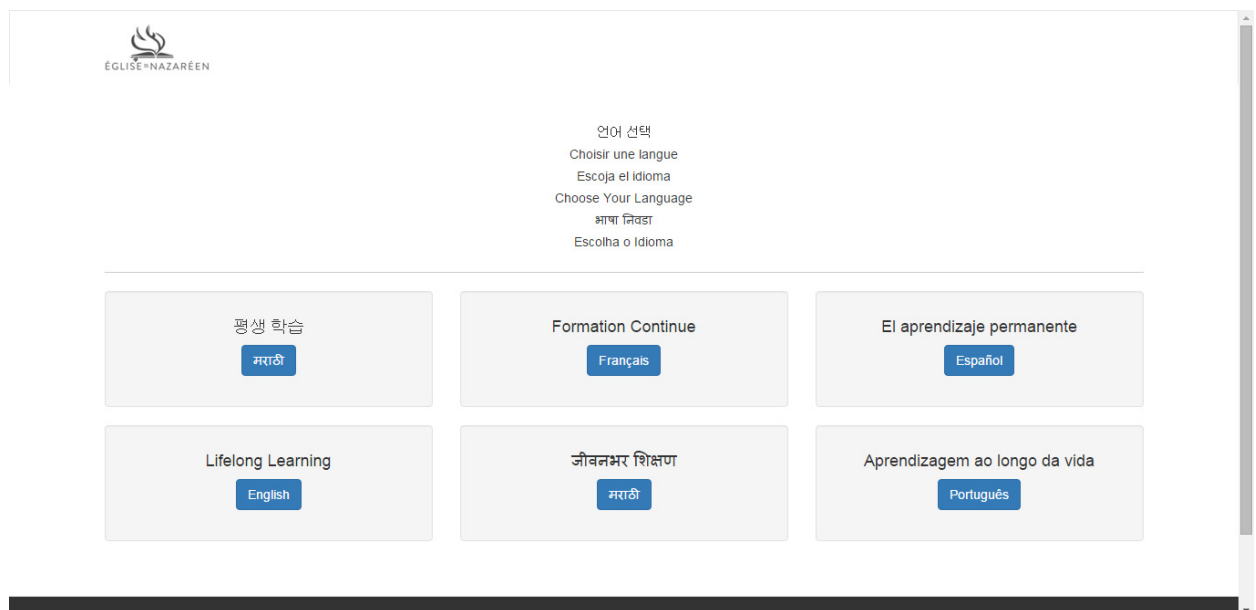
- The Lifelong Learning Registry involves less administration at the district-level, which frees district leadership to put more emphasis on helping develop and deliver quality lifelong learning opportunities to its ministers.
- District and regional leadership will benefit from involving ministers in its ministry-related board who reflect the language diversity of the district/region. This will be especially helpful in evaluating Registry reports where each minister's entries will appear in the Registry language selected by each minister.

## HOW THE REGISTRY WORKS

**STEP ONE:** The user is invited to select his or her preferred language. After initial selection, the site remembers the user's language.



- The user can select any of the other available languages at any time from any location on the site using the drop down menu (shown to the right) that appears on the lower portion of each webpage.
- After a period of disuse, the site returns to the language selection page, but all of the login information and other data is conserved in whatever language it was entered by the user. With one click the user can select the desired language and then may proceed with login.



**STEP TWO.** Each user must create an account on the Sign-Up page. There are brief, helpful explanations and definitions that inform and assist the user.



### About the Lifelong Learning Registry

The Lifelong Learning Registry provides Nazarene ministers the opportunity to record and report their efforts to develop and maintain a pattern of lifelong learning to enhance the ministry to which God has called them. The Registry allows ministers 24-hour access to their own lifelong learning record. District Boards of Ministry and district, regional and general leaders also have access for the purpose of reviewing the lifelong learning activity of Nazarene ministers in accordance with provisions of the Manual of the Church of the Nazarene.

This is the Signup page:

Register

First Name

Last Name

Email Address

Region

District

Ministerial Credential

Password

When the user selects his or her region, then only the districts on that region are displayed when the user selects the drop-down “District” menu.

The user indicates his or her credential (ordained, licensed, or none). District or regional leadership can verify the credential of any user by cross-checking what the user has entered here with the official roll of district-licensed and ordained ministers. “None” might be a category used by district or regional office personnel who need access to the Registry but who have no ministerial credential.

**STEP THREE.** After login, the record of the user’s lifelong learning activity appears. If the user is new to the Registry, the user will be invited to “Add Record”.

Your Registry Help Account Logout

You don't have lifelong learning entries in the system.

Add Record

Selecting “Add Record” gives the user the opportunity to enter the basic details of a learning event in which he or she participated.

**What qualifies as Lifelong Learning?**

Nazarene ministers are to complete at least 20 hours of lifelong learning each year. Lifelong learning involves participating in opportunities that contribute significantly to the development of your abilities and understanding as a minister of the gospel. Conferences, district training seminars, continuing education courses from educational institutions or professional groups, webcasts, reading a professional journal, and joining others in reading and discussing a book are examples of activities that qualify as lifelong learning. Such activities qualify whether accessed online or attended in person. On the other hand, the daily practice of ministry (such as pastoral care or sermon preparation), viewing an informative television program or listening to a presentation at a community gathering normally would not qualify as professional development. Show discretion in selecting valid continuing education experiences. Your district administrators or regional office can assist in determining whether an activity qualifies as lifelong learning.

**How do I know how many hours to report?**

Normally, you should report the number of 60-minute hours in which you participate in a lifelong learning event such as a seminar or conference. For example, a preaching conference may include 8 one-hour sessions; if you attend 3.5 hours of the conference, you would report 3.5 lifelong learning hours. If you are reporting hours for a lifelong learning activity such as reading a book, see Lifelong Learning Reporting Guidelines under “Help” in the menu.

Helpful explanatory text appears on the “Add Record” page to guide the user in understanding the kinds of learning events that qualify for lifelong learning hours and how to report those hours.

**Event Title****Event Start Date (yyyy-mm-dd)****Event End Date (yyyy-mm-dd)****Event Description**

A seminar on learning to listen to unbelievers, hearing their stories and discerning how the Gospel connects with them.

**Event Provider****Number of Learning Hours****Event Type****Select the description(s) that best match the learning value of the event:**

- ☐ Content - to increase the biblical, theological, and historical knowledge needed for ministry – the biblical, theological, and historical knowledge necessary for ministry
- ☒ Context - to increase understanding of the ministry environment – the development of skills for ministry
- ☒ Competency - to gain skills for ministry – the strengthening and enriching of the minister as a person
- ☐ Character - the strengthen and enrich the minister as a person – the deepening of the understanding of the ministry environment

On the **ADD RECORD** page, the user enters the following information:

- **name of the event** (for example, “Leading Worship” or “Caring for Grieving Families”)
- **dates the event begins and ends** (a drop-down menu helps makes date selection easy)
- **description of the event** (this can be in the user’s own words or a description provided by the event provider)
- **name of the organization providing/presenting the event**
- **number of lifelong learning hours** the user is reporting for her or his participation in the event
- **type of event** selected by the user from a drop-down menu (conference, seminar/class, webinar, instructional preparation, book study group, online audio/video, other)
- **learning focus of the event** – content, context, competency, or character (the user may choose more than one)

**STEP FOUR.** After entering at least one event record, a listing of all the lifelong learning events the user has added to the Registry appears. The user may download and print a report at any time for any range of dates.

**Your Registry**

Event Title	↑ Event Start Date (yyyy-mm-dd)	Learning Hours		
Connecting with Unbelievers	Feb 02, 2016	4.00	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Discover Jesus	Jul 08, 2015	1.00	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

**STEP FIVE.** The user can find answers to questions about lifelong learning and about using the Registry by selecting HELP from the menu [sample text shown]

## User's Guide

### Best practices for lifelong learners

- **How many lifelong learning hours do I report for...**
  - Reading a book
  - Reading a book with a group
  - Teaching a class in the Course of Study
  - Presenting a workshop or seminar
  - Viewing a webinar
  - Attending a conference
  - Completing coursework in a degree program
  - Participating in a Mission trip

## Navigating the Lifelong Learning Registry

[How do I select a different language for the site?](#)

[What if I move to a different district?](#)

[How do I update a change in my credential?](#)

[Will I still be able to login if I change my email address?](#)

[How do I update my account profile?](#)

[Tips for adding a new lifelong learning event](#)

### 1. How do I select a different language for the site?

If you wish to view the site in a language other than the one you selected initially, you may select a language from the drop-down menu that appears at the bottom of each page of the site.

### 2. What if I move to a different district?

Moving to a different district does not mean your credential has been transferred! You will need to

**STEP SIX.** The user can update his or her information (including email and password) at any time.

*This example shows how the choice of districts appears on an iPhone when updating the user account.*

**Region**

Eurasia

**District**

**Ministerial Credential**

Ordained

You only need to enter data into the fields below if you would like to change your password.

< > Done

Armenia

Azores

Bangladesh North

**Bangladesh Northwest**

Bangladesh South

Bulgaria

Croatia

## SPECIAL FEATURES FOR DISTRICT AND REGIONAL LEADERS

*District and regional leaders can obtain administrative rights upon request via email from Global Clergy Development.*

Administrative Options	User Level	District Level	Regional Level
Ability to view and download a report of personal learning activity	✓	✓	✓
On-screen data view may be organized and displayed in order of	Event Title Event Start Date	Minister's Surname Minister's First Name Total Hours	Minister's Surname Minister's First Name District Name Total Hours
Ability to view and download a report of the lifelong learning activity of all ministers on the administrator's own district		✓	✓
Ability to view and download a report of lifelong learning activity for just one minister on the administrator's own district		✓	✓
Ability to search for the lifelong learning record for a specific minister on the administrator's region.		✓	✓
Ability to view and download a report of the learning activity of all ministers on the administrator's own region			✓
Ability to view and download a report of the learning activity of all ministers belonging to a specific district on the administrator's own region			✓

## REPORTING FEATURES

- Available 24/7
- Selectable date range
- May be downloaded as a CSV file or as an Excel fil
- Column headings appear in the language selected by the administrator
- User entries appear in the language of the user (user language is identified)
- User contact information, district, and credential are included in district/regional reports
- Learning focus is displayed for visual assessment of the balance of the minister's learning efforts between Content, Context, Competency, and Character.