

GUIDELINES FOR CONTINUING EDUCATION FOR MINISTRY

Developed by the Wesley Leadership Institute Board of the Holston Conference, UMC.

The Wesley Leadership Institute serves the local congregations of the Holston Annual Conference of the United Methodist Church by equipping clergy for effective leadership and ministry. The following guidelines are based on the CEU guidelines of the Board of Higher Education of the United Methodist Church.

STATEMENT OF PURPOSE

The Wesley Leadership Institute is committed to providing lifelong learning opportunities for clergy that nurture mind and heart in the Wesleyan tradition. The Institute serves as the primary body within the Annual Conference that facilitates continuing education for ordained clergy, local pastors, commissioned laity, and other church professionals who train and lead disciples into the world.

INTERPRETING THE SPIRIT OF THE DISCIPLINE

The 2004 Book of Discipline states: “Throughout their careers, clergy shall engage in continuing education for ministry, professional development, and spiritual formation and growth in order to lead the church in fulfilling the mission of making disciples for Jesus Christ. This shall include carefully developed personal programs of study augmented periodically by involvement in organized educational and spiritual growth activities.” (§351)

The spirit of this legislation is to motivate clergy to participate in continuous education; the intent is to enable life-long learning, leading to growth in competence and effectiveness throughout a clergy person’s career.

While it is clear that the 2004 *Discipline* promotes standards and accountability (paragraph 350), the primary responsibility for continuing education rests with the individual who designs his or her own program. The Wesley Leadership Institute provides support services for continuing education. These Services include assisting persons in planning a meaningful program, delivering timely and professional continuing education events, awarding grants as appropriate, tracking CEUs and generating reports, and working to discern developing needs for continuing education.

WHO IS **REQUIRED TO PARTICIPATE IN CONTINUING EDUCATION?**

1. Conference members. (UM Book of Discipline ¶ 334.2b)
2. Clergy who are serving under appointment.(¶351)

WHO IS **EXEMPT FROM CONTINUING EDUCATION REQUIREMENTS?**

1. Persons under appointment who are involved in academic study such as:
 - Course of Study
 - Advanced Course of Study

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- College degree programs
 - Seminary degree programs
2. Clergy enrolled in an accredited Clinical Pastoral Education program
 3. Clergy enrolled in Doctor of Ministry work at an accredited seminary
 4. Probationary Members who are active in the Board of Ordained Ministry's Mentoring Program.

MINIMAL STANDARDS FOR CONTINUING EDUCATION

1. The measuring unit shall be called a CEU (Continuing Education Unit)
2. **Criteria for CEU's** to be granted by Wesley Leadership Institute:
 - a. when seminar is sponsored by the Wesley Leadership Institute
 - b. when documentation is accompanied by a certificate of CEUs earned from the seminar and the event is approved by the WI Board
 - c. when application for CEUs is accompanied by a WRITTEN REFLECTION IN A WESLEY LEADERSHIP INSTITUTE EVALUATION FORM OF THE EXPERIENCE along with a course schedule of the event. (See attached)
3. The definition of a CEU: Each of the following when duly reported shall be the equivalent of one (1) CEU:
 - **Ten contact hours of an instructional session** (or its equivalent) under qualified leadership:
 - a. **The session is designed with specific educational objectives for the purpose of equipping the pastor to do ministry. Distinction is made between continuing education versus spiritual growth** (see discipline ¶351) that is a component of our covenant of clergy orders and fellowship for continued growth in the Spirit. For example, learning *techniques* of spiritual discipline can earn CEUs; **practice of spiritual disciplines as in a house of prayer or in a retreat does not earn CEUs**—it is deemed part of your practice of ministry.
 - b. The session is designed to train a pastor to teach, i.e., Bible Study, Stephen Ministries, leadership, etc). When the pastor becomes the teacher with the expertise/qualifications for teaching the class, the **teaching doesn't earn CEUs; the students who are being equipped to teach through the event earn CEUs.**
 - c. **Maximum of 4 CEUs per quadrennium are granted under any single category of ministry (Christian formation, pastoral care, evangelism and outreach, worship and preaching, leadership and administration). For example, in the pastoral care category, chaplaincy training for police or fire departments would earn a maximum of 4 CEUs per quadrennium. The remaining 8 CEUs would be in a variety of other areas of ministry.**
 - **Study Groups** related to formation for ministry such as Biblical/theological reflection, Lectionary, etc. may apply for **up to 1 CEU annually when accompanied by the following information:** name of group, approximate number in group, location, frequency, leader, hours person seeking CEUs has attended (minimum of 10 hours).

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- **Twenty hours of reading and reflection in the Core Curriculum areas:** Wesleyan Theology, Pastoral Care, Worship/**preaching**/Sacraments, Church Organization/Administration/**Communication**, Evangelism/ Outreach, Leadership, Personal Spiritual Formation/Biblical Studies, **when accompanied by an outline of study and a written reflection on each of 3 of the books on how each impacts a pastor's ministry-- submitted for a maximum of 1 CEU annually to Wesley Leadership Institute.**
 - **Ten hours of listening to or viewing audio or videotapes which are formational for ministry**, either with a group of other pastors or individually with a reflection paper. A list of video/audio tapes shall accompany the Continuing Education **application for credit.**
 - **Ten contact hours (instructional session or its equivalent) under qualified leadership with distance learning (including online classes).**
 - **For travel-study, only contact hours (lecture, discussion under qualified leadership) will be applicable.** It is recommended that proposals for travel study be submitted to the Wesley Leadership Institute Board prior to travel so that CEUs can be established.
4. It is assumed that programs sponsored by an agency of the General Conference, Jurisdiction, Area, Annual Conference, or programs pre-approved through Wesley Leadership Institute, i.e., District-sponsored events, as well as programs through an *accredited* ecumenical or community service institution will have qualified leadership, and thus qualify for the Wesley Leadership Institute to grant CEUs.
5. In order for a program to be eligible for earning CEUs through WLI, the program coordinator(s) must submit the following information to Wesley Leadership Institute:
- a. Information about the sponsoring organization of the event (theology, purpose, etc)
 - b. Qualifications of the leader(s)/facilitator(s), including a vita for each
 - c. Stated purpose of the event along with an overview of material covered
 - d. 2-4 Outcome objectives (at the end of the workshop participants will be able to...)
 - e. Published material upon which the event teaching is based (3 references published within the last 5 years)
 - f. Detailed Schedule/Agenda
 - g. Date, location, event coordinator
6. Academic credit or audit is as follows:
- Quarter System: One Quarter hour credit = 1 CEU
 - Semester System: One Semester hour credit = 1.33 CEU
7. One Continuing Education Unit (CEU) is a national unit of measurement, most often defined as ten contact hours in a learning setting under the leadership of qualified trainers. CEUs are issued by many continuing education agencies, and will count the same as CEUs in the Holston Conference.
8. Most effective adult learning takes place when participants share knowledge. In addition, pastors need to be equipped in a variety of areas of ministry (Christian Formation, pastoral care, evangelism and outreach, worship and preaching, leadership and administration). Observe the following guidelines when planning continuing education opportunities each year:

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- **Consult with your staff/parish committee and your District Superintendent to receive their perception and suggestions on your particular needs for growth and becoming equipped in the next years in order to carefully develop personal programs of study for effectively leading/resourcing the ministry in which you serve.**
- At least 1 CEU **per year shall** be earned in a group setting.
- A **maximum of 1 CEU per year will be awarded for personal study**, including book, video or audio selections.
- A **maximum of 1 CEU per year** will be awarded for internet learning.
- A **maximum of 4 CEUs per quadrennium will be awarded in any single category of ministry**

9. The minimal standard shall be THREE (3) CEUs per year or TWELVE (12) CEUs per quadrennium

ACCOUNTABILITY

The primary instrument of accountability is **through the pastor and district superintendent consultation held in January and** an annual report submitted at Charge Conference each fall by the clergyperson under appointment. The report details his or her program of continuing education **as granted through application for continuing education credit through Wesley Leadership Institute** for the Annual Conference year (**July 1 through June 30**) preceding the Charge Conference, and as planned through consultation with the staff parish committee and DS for the current appointment year in which the charge conference is being held.

Copies of the report will be distributed as follows: 1) Clergy under appointment, 2) Pastor or Staff-Parish Chair, 3) District Superintendent, 4) Wesley Leadership Institute.

A charge conference summary report of credits earned will be supplied back to the Pastor and District Superintendent through the Wesley Leadership Institute office and may be accessed through the website with a password or through the DS office. Additions and corrections can be made through Wesley Leadership Institute.

The District Superintendent shall "give counsel concerning future plans, and encourage congregations to give time and financial support for such programs." (*Discipline*, paragraph 421.5)

Clergy appointed to extension ministries shall submit a narrative report of their continuing formation experiences (extracted from the annual report they submit to their home annual conference) to the Wesley Leadership Institute Director. (paragraph 335.2a).

RESOURCES FOR CONTINUING EDUCATION:

Wesley Leadership Institute-sponsored continuing education events will be advertised through the website and through direct mailing to clergy and laity and in Holston Conference and district news media. The Wesley Leadership Institute link to the Holston Annual Conference Website (holston.org) will list current and projected Wesley Leadership Institute offerings as well as contact information. The Wesley Leadership Institute link will highlight educational programs submitted by colleges, seminaries, agencies and learning organizations that meet Wesley Leadership Institute guidelines for earning CEUs. An ongoing list of quality continuing education resources will be available through a searchable upcoming events database online through www.holston.org website.

THE MISSION of the Wesley Leadership Institute is to resource the local church through providing life-long learning opportunities for clergy and laity that nurture mind and heart in the Wesleyan tradition.

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EVALUATION OF A CONTINUING EDUCATION EVENT

Thank you for taking the time to complete this feedback form. Completing an evaluation of the experience for which funds were provided is one of the contingencies for receiving continuing education funds (see Grant Application). Your feedback helps us know how to better serve you and your peers in a responsible way. **Please take a few minutes to fill out and return this form within 7 days of the event.**

1 Continuing education Event _____

2 Area of ministerial competency addressed: _____ # CEU's: _____

3 City, State, Place event held? _____ Dates: _____

4 What Organization Sponsored the Event? _____

5 Please rate the continuing education experience: Excellent Good Poor

- What was your most important learning of the event?

- How do you feel it will enhance your ministry? How do you plan to use what you've learned?

6 Would you recommend this program to someone else? yes no If no, why not?

7 If you were responsible for the granting of financial aid, would you consider this experience a wise and careful use of funds? yes no comment: _____

Name _____ Address _____

Date _____ E-Mail _____

Complete above form and attach copy of CEU Certificate or the complete agenda and goals of the seminar.
MAIL OR FAX: The Wesley Leadership Institute, P. O. Box 850, Alcoa, TN 37701; Fax: 865-690-3162

QUESTIONS: e-mail: wesleyinstitute@holston.org