

GENERAL DEFINITION

Continuing Education for ministry should be an organized part of a lifelong process of learning. Continuing Education is a concern of the Board of Ordained Ministry and the responsibility of the Wesley Institute. It shall be defined as experiences and events in which persons in ministry participate for the sake of acquiring, improving, enlarging and equipping themselves for more effective service.

Ordained clergy in particular should give careful attention to the *2000 Discipline*, ¶s 349 and 325.2b, which concern continuing education, its funding by the local church, and extended study/travel leaves. All ministers can benefit from following these disciplinary requirements.

GUIDELINES

1. For the purpose of making grants, the following guidelines will be followed:

a) The educational experience must take place in an organized program, event, course, or group carrying Continuing Education credit from an approved educational institution, or approved by the Wesley Institute.

Travel trips offering C.E.U.'s based on the nationally standardized definition of ten contact hours under qualified leadership will be eligible for grants.

b) Continuing Education events sponsored by Conference agencies and districts and submitted to the committee for approval may be awarded Conference Standard Units of credit and persons attending them may be eligible for grants under 1d, e, f.

c) The event, course, or group should involve some definite measure of intensive study or involvement on the part of the participant. A contact hour may be measured by actual time spent in class work or supervised study.

d) The total grant available to a person is \$300 to one or more events over a two-year period or \$500 over four years, subject to availability of funds. The formula for arriving at the total grant available for a given event is the total cost of the event, less other scholarship grants and aid, times 75%.

e) All applications for grants must be submitted in advance of scheduled programs for review and approval by the committee.

f) Recipients must complete an evaluation of the event and return it to the Wesley Institute.

2. Events of a promotional nature such as are sponsored by various divisions and agencies, and other such events which do not require a significant measure of involvement in serious study shall not be eligible for grants from Continuing Education funds.

3. All persons under episcopal appointment to charges and conference staff positions shall be eligible for grants from Continuing Education, provided that grants shall not be made for programs which lead to advancement from one level of conference relationship to another.

4. The Wesley Institute is empowered to interpret and apply guidelines, definitions and provisions as they relate to each particular case or request for assistance in funding a given program within the limitations of available funds. Applications for grants which in some cases may not be specifically cov

ered by these guidelines are encouraged and will be considered.

HOW TO APPLY FOR A GRANT

1. Each applicant is required to fill out an application form available from the Administrative Registrar or Wesley Institute. A description of the event or program and the needed funds must be included. The form is to be signed by the applicant and the chairperson of the applicant's Staff-Parish Relations Committee or equivalent.

2. Continuing Education checks are made to the applicants. If the grant is not used for this event, the check shall be returned as soon as possible to the Wesley Institute.

POLICY REGARDING CONTINUING EDUCATION

The basis for our policy statements comes from the *2000 Book of Discipline*, ¶s 349 and 325.2b.

Clergy shall be expected to continue their education throughout their careers, including carefully developed personal programs of study augmented periodically by involvement in organized educational activities.

In most cases the ordained ministers' continuing education program should allow for study leave at least one week each year and at least one month during one year of each quadrennium. Such study leave shall not be considered as part of the ministers' vacations and shall be planned in consultation with their charges or other agencies to which they are appointed as well as the bishop, district superintendent, and in Holston Conference, the Wesley Institute.

The Board of Ordained Ministry in consultation with the Wesley Institute, has set three Conference Standard Units (C.S.U.'s) as the minimum annually. Four units are highly desirable and the units shall be reported to the Fall Charge Conference.

The primary accountability lies with the minister-learner. Developing a long-range plan for continuing education is strongly encouraged.

The local church, through the Pastor-Parish Relations Committee should:

- 1) discuss with the pastor the nature and importance of continuing education;
- 2) provide time and money to encourage the pastor to participate in events (at least \$300 per year is suggested); and
- 3) receive an annual report from the pastor concerning continuing education credits earned.

DISTRICT SUPERINTENDENT

The district superintendent can give support by interpreting to local churches how they can support their pastor in continuing education through the budget. A minimum of \$300 per year is suggested. Also, the superintendent will receive at the Annual Charge Conference the report of the pastor's continuing education activity for that year.

The annual conference lends its assistance by offering financial support and Continuing Education events in the conference.

CONTINUING EDUCATION FOR CLERGY

GUIDELINES FOR GRANTS



**HOLSTON CONFERENCE
UNITED METHODIST CHURCH**

FOR FURTHER INFORMATION AND/OR TO REQUEST CONTINUING EDUCATION FUNDS CONTACT:

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