

# **CONTINUING EDUCATION STANDARDS AND GUIDELINES**

**MONITORING**

**ACCREDITING**

**INFORMING**

**2010--2012**

## **INTRODUCTION**

The Board of Ordained Ministry of the South Georgia Annual Conference has included in this handbook helpful information for clergy members of the Annual Conference as they plan and participate in continuing education.

Each clergy is responsible for his/her own continuing education progress. This handbook acts only to establish guidelines and standards to assist in that process.

To the degree that the enclosed information is helpful, the Board of Ordained Ministry hopes clergy members of the South Georgia Annual Conference will make use of this material. This handbook is intended to assist each clergy member of the Annual Conference in developing his/her own effective continuing education program.

### **PREPARED BY**

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*from* **The Book of Discipline of The United Methodist Church 2008**

Para. 351.1 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.

### **Other Relevant Disciplinary References**

Para. 334.2.d Continuing Education as a professional responsibility related to accountability and continued eligibility for appointment

Para. 351.2 Provision for annual and quadrennial study leaves

Para. 351.3 Provision for formation and spiritual growth leave of up to six months

Para. 351.4 Provision for financial arrangements for continuing education

Para. 351.5 Requirements for reporting to district superintendent by clergy and local church

Para. 351.6 Reporting requirement for clergy in extension ministries

Para. 635.2.n,o,p Responsibility of the Board of Ordained Ministry to provide support services for the ordained minister and to work with the Order of Deacon, the Order of Elder, and the Fellowship of Local Pastors and Associate Members regarding continuing formation.

*from* **The Standing Rules and Structure of the South Georgia Annual Conference**  
(2009 *South Georgia Annual Conference Journal*, p. 33)

#### 5.5.10 Ministerial Continuing Education

Every clergy member of the Annual Conference not engaged in educational requirements to satisfy a status being sought (i.e., Local Pastor, Probationary Membership, Associate Membership, or Full Conference Membership) shall receive continuing education annually. This shall be done in accordance with the guidelines and standards adopted by the Board of Ordained Ministry.

Churches shall provide pastors under appointment (and diaconal ministers) with financial assistance and adequate time off (a minimum of five days per year) for such continuing education. This shall not be considered vacation time.

## **The Board of Ordained Ministry Continuing Education Committee**

The Board of Ordained Ministry through the Committee on Continuing Education seeks to insure the availability of continuing education events for South Georgia Clergy in the following ways:

1. The Committee on Continuing Education (CCE) shall keep records of the Annual Conference's progress in fulfilling Continuing Education goals.
2. The CCE shall continue to certify events sponsored by groups that do not otherwise have such authorization through an accrediting agency.
3. The CCE shall cooperate with other conference groups such as the Comprehensive School and Georgia Pastors' School in providing continuing educational opportunities.
4. The CCE shall continue to certify individual learning projects.
5. The CCE shall communicate the opportunities for learning experiences available to clergy in the Annual Conference. Information shall be disseminated as far ahead as possible.
6. The CCE shall seek to insure the availability of educational experiences deemed needed by the members of the Annual Conference.

### **Enforcement**

Enforcement of the requirements for clergy to receive continuing education is in the jurisdiction of the Bishop and the Cabinet. Information on each clergy person's annual progress is provided to the District Superintendent in the Charge Conference Report.

## **POLICIES FOR CONTINUING EDUCATION**

South Georgia Conference - 2010

### **For the Individual Participant:**

Those under the mandate to receive continuing education are: all active Full Conference Members, all Provisional Members who have completed their educational requirements for entry, all active Associate Members, all Full Time Local Pastors and Part-Time Local Pastors who have completed the Course of Study requirements.

### **Records:**

It is the responsibility of the individual to keep his/her records. The participant need not send copies of certificates to district but maintain his/her records. Reporting shall be done through charge conference reports.

### **Concerning Credits:**

1. The minimum requirement for continuing education from 2008-2012 is 2.5 Continuing Education Units annually.
2. Carry Over Credit: Up to 1.0 CEU in excess of the minimum may be carried over into the following year. Each year every clergy person must receive at least 1.5 CEUs in that calendar year.
3. Partial credit for incomplete attendance can be issued by the sponsoring group of the event, provided the event has more than 5 contact hours.
4. CEUs will not be issued by the Continuing Education Committee in lieu of that issued by the sponsoring agency for the purpose of avoiding fees required for the credit.
5. CEU credit will be issued and/or recognized in increments of 0.1 CEU.
6. Credit for a CEU event with the same focus that is taken twice in a four-year period will not be recognized the second or subsequent times, i.e.: Volunteers In Mission work teams and/or other travel events to the same location. Exceptions to this rule include: support groups through Conference Pastoral Care Commission and peer group study.
7. The maximum amount of credit awarded for any individual study or peer group study is 1.0 CEU.

### **Recommendation:**

Within a four-year period, every clergy member should have a minimum of 1.0 CEU from each of the following major areas of ministry for continuing education as listed on the Charge Conference Report for Continuing Education:

Preaching, Worship and Teaching  
Pastoral Care and Counseling  
Church Management and Staff Relationships  
Contemporary Trends in Theological Disciplines  
Ministry in Contemporary Society  
Self-understanding, Personal & Family Relationships, Career Development, Self Care

## **Policies for Accrediting**

### **Concerning Individual Study:**

1. The request must be made in writing or via e-mail to the Chair of the Continuing Education Committee, Rev. Doreen Smalls.
2. The request must be made using the appropriate form, i.e. book report form or audio/video/internet report form. (Forms are available at [www.sgaumc.com](http://www.sgaumc.com))
3. The maximum amount of credit awarded for all individual study is 1.0 CEU per year.

### **Concerning Accreditation of CEU Events:**

1. CEUs issued by any board or agency of the United Methodist Church will be recognized.
2. CEUs issued by any college or university that is accredited by the United Methodist University Senate, the American Association of Theological Schools, the Southern Association of Colleges and Schools, the Association for Clinical Pastoral Education, the American Association of Pastoral Counselors, or other accrediting agencies will be recognized.
3. Individuals participating in the non-accrediting events may apply for credit through individual study. He/she must complete the appropriate form (book report/audio/video/internet) and submit for review.
4. Clergy wishing to form peer group/small group study may receive accreditation for the group. He/she must complete the CEU Small Group Report Form and submit for review.
5. CEUs offered through any other learning experience other than recognizable federal, state, or community identities and those specifically stated above, must be certified by the Conference Committee on Continuing Education for the credit to be recognized. It is the responsibility of the sponsoring agencies or groups to initiate and complete the form for Accrediting Learning Events.