

California-Pacific Annual Conference
The United Methodist Church
CONTINUING EDUCATION
Guidelines Developed by the Continuing Education
Taskforce of the Orders Executive Committee

**WHAT KINDS OF COURSES WILL
COUNT TOWARD THE CONTINUING
EDUCATION REQUIREMENT?**

A variety of educational opportunities, which encourage ministerial growth and efficiency, may be applied toward the requirement:

1. Guided home study involving specific reading, use of media and online courses, etc., which are directly related to the effectiveness of ministry. Written evaluation is required.
2. Participation in short-term courses, study programs, seminars, academies and workshops designed to enhance skill development and/or personal growth.
3. Supervised experiences such as degree programs, credit courses, pastor's schools, clinical training, etc.
4. Clusters of persons in ministry meeting for specific training to increase their skills and/or to enhance their personal intellectual and spiritual growth. Written evaluation is required.
5. Language training is strongly recommended by the Committee if the training is designed to respond to the needs of the Annual Conference for linguistic and cultural diversity.
6. Study leaves and sabbaticals.

**WHAT IS A CONTINUING
EDUCATION UNIT (CEU)?**

The CEU is a standard unit established and recognized by all regional educational accrediting agencies. One Continuing Education Unit represents ten (10) contact hours of participation in an organized Continuing Education experience under responsible sponsorship, capable direction and qualified instruction.

WHAT ARE CONTACT HOURS?

The term "Contact Hours" is used to give a broader scope to educational events such as lecture series, approved reading lists, certain professional conferences, personally designed study groups, workshops, seminars, etc. A contact hour is one hour of active participation in one of the above classes/events.

HOW TO FUND CONTINUING EDUCATION?

Every Full Elder, Full Deacon or Associate member of the Annual Conference is encouraged to use local church Continuing Education support. Persons may also receive a grant through the Ministerial Education Fund (MEF) of the Annual Conference. Continuing Education Grants may cover the costs of registration/ tuition, housing and meals, travel, required books/ materials and other expenses. Grants shall not exceed \$1,000.00 per quadrennium per clergy person nor shall any one grant exceed 80% of the cost of any one class/event. (Note: if Ministerial Education Funds are not used in a quadrennium, they are not transferred to the next quadrennium.) As limited funds make it necessary, preference will be given to those who have not received any funds in the quadrennium and to those receiving minimum salary. An application form is available through the Chairperson of Continuing Education Task Force of Orders Executive Committee (OEC).

A. Before The Class/Event . . .

Complete a Continuing Education Grant application prior to the class/event and mail it to the Continuing Education Chairperson. The funding process may take four to six weeks after the application is received and approved. The form is available from the Continuing Education Chairperson through the Executive Committee on the Orders of Ministry and online through the California-Pacific Annual Conference website. Visit www.calpacumc.org/bom/orders

B. After The Class/Event . . .

Upon completion of the Continuing Education event or class, submit a Continuing Education Evaluation Form to the Continuing Education Chairperson within a month. Failure to do so will result in no additional funding until the evaluation has been submitted.

ANNUAL REPORTING

A Continuing Education Report is a part of the Covenant for Vital Ministries Report and reported annual at the Charge Conference. You are encouraged to maintain personal documentation of Continuing Education events throughout the year.