

*“Grow in Grace  
and  
In the Knowledge of  
Our Lord and Savior Jesus Christ”* 2Peter 3:18a



**GUIDELINES  
FOR  
THE CONTINUING EDUCATION  
OF THE CLERGY IN  
THE DIOCESE OF LONG ISLAND**

**Diocesan Commission On Ministry**

Continued Education Sub-Committee

September 2007

# Guidelines for Continuing Education of the Clergy in the Diocese of Long Island

## THE GUIDELINES IN BRIEF

1. In the Diocese of Long Island, the requirement is **18 Continued Education Units (CEU) (18 contact hours)** per annual cycle for full-time stipendiary clergy serving diocesan congregations or institutions and **9 CEUs (9 contact hours)** per year for all other clergy exercising ordained ministry within the diocese. Clergy who are canonically resident, but not living in the Diocese of Long Island and are retired, will be exempt from this requirement.
2. It is recommended that the 18 CEU annual cycle requirement be balanced with 6 CEUs in each of the three competency areas: **Theological / Academic, Professional and Personal**. It is required that clergy complete at least 3 CEUs in each competency area, but no more than 9 CEUs in any one area will count toward the 18 CEU annual cycle requirement.
3. Pre-approved opportunities will be posted as often as possible by the Committee on Continuing Education and as posted from the Mercer School of Theology and the Diocese.
4. Clergy will be asked to submit electronically or via mail, information about continuing education opportunities on the appropriate form in advance.
5. The Annual Cycle runs from September 1 to August 31, and clergy are required to document CEUs by submitting the official form to the Continuing Education Committee of the Diocese of Long Island.
6. All official forms can be found on the Diocesan or on the Mercer School of Theology website. They can also be requested electronically from the Continuing Education Committee of the Diocese of Long Island.
7. Persons may submit documentation of attendance at a CEU Qualifying Event at any time during the year to the Continuing Education Committee of the Diocese of Long Island. Updated information will be added to the permanent record of the individual.
8. Grants up to \$600 may be available for Continuing Education opportunities. Please note the specifics in the Guidelines.

## THE GUIDELINES

### Background

After six years of preparatory work and two resolutions, the 74<sup>th</sup> General Convention that met in August 2003 adopted a total revision of Title III which includes the following:

Title III: Canon 7, sec. 5. *The Bishop and Commission shall require and provide for the continuing education of Deacons and keep a record of such education.*

Title III: Canon 9, sec. 1. *The Bishop and Commission shall require and provide for the continuation education of Priests and keep a record of such education.*

The following guidelines represent the work of The Committee for Continuing Education of the Diocesan Commission on Ministry (DCOM-CE), established in 2005.

## **Governing Body**

The Bishop of Long Island and the Committee for Continuing Education of the Diocesan Commission on Ministry constitute the governing body of the Continuing Education for Clergy Program of the Diocese of Long Island.

## **The Continuing Education Committee of DCOM**

DCOM's Continuing Education Committee is responsible for:

1. Advising the Diocesan Bishop and DCOM on the general area of Clergy Continuing Education Programs.
2. Supporting the Continuing Education Program through:
  - (a) Reflection upon the needs of the church and the wider community regarding types of continuing education programs that would be most helpful and proposing ideas for new or additional programming.
  - (b) Marketing and marketing analysis for continuing education programming to engage the clergy of the Diocese.
3. Preparing twice-yearly reports, as well as financial reports, with regard to the continuing education program grants and program costs as prepared by the Diocesan Finance Department, and making recommendations regarding these reports.

## **Continuing Education Committee**

The Chair of DCOM's Continuing Education Committee convenes the Continuing Education Committee. Committee members and the Chair are appointed by the Diocesan Bishop. The responsibilities of the committee will include the following:

1. Review applications and make recommendations to the Diocesan Bishop regarding the award of diocesan financial grants for continuing education for clergy.
2. Review applications for Continuing Education Units (CEUs) submitted by clergy seeking credit for independent study, a workshop or course that has not otherwise been assigned CEUs.\*
3. Review applications from sponsoring groups seeking CEU accreditation for course offerings, seminars, etc.\*

*\* Some applications for continuing education opportunities will be accredited for CEUs by the Chair of the Continuing Education Committee based on their similarity to other opportunities previously awarded CEUs.*

## **Educational Competencies**

The three competency areas for Continuing Education for Clergy in the Diocese of Long Island include **Theological / Academic, Professional, and Personal**. Note that a mission statement drawn from the **Prayer Book's** ordination vows has been created for each of these areas to articulate the purpose of the competency.

***Theological / Academic** Reading and studying the Holy Scriptures, and seeking knowledge of the Word of God and the sacraments*

***Professional***

*Building the family of God through pastoral leadership*

***Personal***

*Attending to the patterns of one's life in accordance to the teachings of Christ*

The following topics are samples of continuing education opportunities that would fall under each of the competencies. **This list is not intended to be comprehensive.**

**Theological / Academic**

- a) Biblical studies
- b) Doctor of Ministry programs through accredited institutions
- c) Most courses offered by seminaries
- d) Languages - Greek, Hebrew, any language used in pastoral ministry in Long Island (e.g. Mandarin, Creole, Spanish, Latin, etc.)
- e) Church history
- f) Theological instruction
- g) Arts and theology
- h) Pop culture and theology
- i) Medical ethics and theology
- j) New paradigms of science and religion
- k) Contemporary theological landscape, overview of contemporary works
- l) Academic courses offered through a variety of schools that benefit ordained ministry.
- m) Theological reflection on contemporary social issues

**Professional**

- a) All aspects of congregational development including diocesan conferences/workshops that have been accredited and noted for CEUS
- b) Homiletics - preaching
- c) Leadership skills training
- d) Dealing with conflict
- e) Reconciliation skills training
- f) Staff management, team building
- g) Parish administration
- h) How to develop one's own sense of values, mission, vision, and planning
- i) Stewardship, fund-raising training
- j) Leading change
- k) Dealing with expectations, projections, pathology

- l) Building healthy relationships with vestries/parishioners
- m) Participation in professionally facilitated convocational clericus meetings
- n) Initiating and managing Parish Social Ministries
- o) Workshops, seminars, conferences and courses will be offered annually by the diocese to assist clergy in obtaining required CEUs. In addition, a number of other opportunities sponsored by diocesan institutions and other organizations will be pre-approved for CEUs.

## **Personal**

- a) Coursework which assists with self-knowledge: strengths, weaknesses, etc.
- b) Personal financial management
- c) Mind, body, health awareness
- d) Clergy wellness programs
- e) Personal spiritual development (opportunities thru spiritual direction, F.I.N.D., etc.)
- f) Counseling to deal with addictions, stress, etc.
- g) Personal /time management
- h) Clergy boundary issues with friends, parishioners
- i) Maintaining balance in life and work
- j) Personal retreats with spiritual direction or mentoring, or planned reading program

The following is a short list of current opportunities for continuing education for clergy in the Diocese of Long Island for which CEU credits may be obtained:

Clergy Conference

Stewardship Conference

Mercer School of Theology educational offerings as noted with CEUs

Structured Clericus Meetings with specific professional learning content. (see below)

In addition, participation in national offerings such as **CREDO, Fresh Start, Start Up- Start Over, Upward Bound**, etc. have been pre-approved for CEUs. (Note that the Diocese of Long Island will assign their own designation of CEUs which often exceeds the number assigned by another group for these national meetings.)

## **THE CONTINUING EDUCATION UNIT (CEU) Defined**

The standard for one CEU in the Diocese of Long Island is approximately one contact hour between the instructor and student in a learning situation designed for clergy and/or church communities. Opportunities that are not designed for clergy and/or church communities may be awarded CEUs at a rate that is less than one contact hour between the instructor and student. However, the Continuing Education Committee reserves the right to assign or deny CEUs to continuing education opportunities as they judge appropriate.

## NUMBER OF CONTINUING EDUCATION UNITS REQUIRED PER ANNUAL CYCLE

In the Diocese of Long Island, the requirement is **18 CEUs (18 contact hours)** per annual cycle for full-time stipendiary clergy serving diocesan congregations or institutions and **9 CEUs (9 contact hours)** per year for all other clergy exercising ordained ministry within the diocese. Clergy who are canonically resident but not living in the Diocese of Long Island will be exempt from this requirement. Clergy who are retired and not actively engaged in ordained ministry are encouraged but not required to obtain CEUs.

It is recommended that the 18 CEU annual cycle requirement be balanced with 6 CEUs in each of the three competency areas: *Theological/Academic; Professional; Personal*. It is required that clergy complete at least 3 CEUs in each competency area, but no more than 9 CEUs in any one area will count toward the 18 CEU annual cycle requirement. CEUs earned in excess of the 18 CEU annual cycle requirement may not roll over for credit in the next annual cycle but will be noted in the annual report in which they were earned.

### Criteria for Awarding CEUs

Many continuing education opportunities will have assigned CEU credits which are pre-determined by the institution, school or program offering the event. Certificates, letters, etc. issued by the accrediting program that document CEUs earned will be honored up to a maximum of 9 CEUs per continuing education opportunity in one annual cycle. Some programs with pre-set CEUs awarded by institutions and agencies other than the Diocese of Long Island may qualify for more CEUs in the diocesan program if submitted for review by the Committee. The Continuing Education Committee will determine the number of CEUs for all other educational opportunities for which clergy wish to receive credit.

Requests for awarding CEU credits by the Continuing Education Committee **must be made in advance** of the completion of the educational opportunity. No retroactive credit will be awarded for completed events that have not been assigned CEU credits by the diocese, institution, school or program offering it.

The criteria for awarding CEUs not otherwise assigned are as follows:

1. The submission of one of the following forms: *Request for Workshop or Academic Course Approval; Request for Independent Study Course Approval*
2. The topic of the educational event addresses one of the approved competency areas
3. The presenter/instructor is qualified to teach the topic
4. There are stated educational outcomes and the content of the event supports them
5. The number of contact hours between the participant and the instructor is noted

### Promotion of Continuing Education Opportunities that have been Pre-Approved

A list of pre-qualifying opportunities for CEUs will be published as often as possible on the Diocesan and Mercer School of Theology websites.

### CEUs Required in a Second Vocation

Clergy who have a continuing education requirement for licensing/certification in another vocation may submit information about courses required in their secondary vocation for consideration for CEUs for the Diocese of Long Island. The Continuing Education Committee will individually

review each course required for another vocation's licensing/certification and judge its relative value to ministry. The Continuing Education Committee reserves the right to assign or deny CEUs for those opportunities or change the number of CEUs awarded by another granting agency in a second vocation.

### **Maximum CEU awards**

A maximum of 9 CEUs will be awarded for academic courses taken from accredited institutions in an annual cycle. **One 3-hour semester course may exceed 9 contact hours with the instructor but will only be credited with 9 CEUs.** This includes persons enrolled in a Doctorate of Ministry or other degree program.

A maximum of 9 CEUs will be awarded for independent study in an annual cycle.

Custom designed courses of study and sabbaticals with educational components may qualify under this provision with the 9 CEU maximum award. The Continuing Education Committee will review each request in advance of the study and make an award determination.

A maximum of 9 CEUs will be awarded for continuing education under the tutelage of a single instructor or participation in one educational event in an annual cycle. (eg: different courses/seminars taught by the same individual; multi-day pilgrimage with instructor(s) ).

The Continuing Education Committee may award up to 3 CEUs for research and work done to develop and teach new curriculum/courses on subject matter that relates to ministry, with a maximum award of 9 CEUs in an annual cycle for this type of work. The curriculum/course must have taken "extraordinary" preparation. Sermon preparation, ordinary book studies and Sunday morning instruction will usually not qualify for CEUs. The Continuing Education Committee must pre-approve credits awarded for such work in advance of its completion. There will be no credits awarded retroactively for curriculum/course development.

A maximum of 6 CEUs personal will be awarded in an annual cycle for qualifying personal retreats that include time with a spiritual director, teacher, or planned reading.

### **Unusual Venues for Learning**

Internet, electronically delivered courses and satellite down link conferences may be submitted to the Continuing Education Committee for CEU consideration in advance of undertaking them.

Courses offered through video, CD, etc. must be approved in advance by the Continuing Education Committee in order to qualify for CEUs. The Committee reserves the right to request special accounting for the completion of these courses.

### **Clericus, Peer Support Groups, Personal Retreats**

Clergy participating in professionally facilitated clericus convocational meetings may gain 1 CEU professional for each meeting attended up to 6 CEUs in an annual cycle.

Clergy participating in regularly scheduled meetings of clergy for peer support or spiritual direction may obtain CEUs personal 1 CEU per meeting up to 9 CEUs annually. The group must be named, and the participant must submit a written description of its purpose, objectives and process for meeting. One member must serve as a convener/facilitator at each meeting and keep official

attendance. The Continuing Education Committee must review the information about this group before CEUs can be granted.

A maximum of 6 CEUs personal will be granted in any annual cycle for personal retreats. The award of CEUs will be directly tied to the number of hours spent in spiritual direction with a mentor and/or the reading plan to be completed during the course of a retreat. The plan for the retreat must be submitted in advance for the award of CEUs.

### **Annual Cycle**

The annual cycle for accounting purposes will be September 1 to August 31. Clergy must submit accounting on the *Annual CEU Credit Submission Report* for their earned CEUs no later than August 31 of the annual cycle in which they need credit. No CEUs will carry over to the next annual cycle.

### **Accounting for CEUs**

All qualifying clergy will be required to submit an *Annual CEU Credit Submission Report* **postmarked no later than August 31<sup>st</sup>** of the annual cycle in which they are seeking credit. No credits over the 18 CEU requirement can be applied to the next annual cycle. The Diocese of Long Island will maintain an electronic accounting of CEUs earned for all active clergy in addition to hard copy files for each individual.

### **Personal Documentation Verifying Attendance at Continuing Education Opportunities**

It is necessary to submit supporting documentation for attendance at pre-approved continuing education opportunities. The Iona Center provides ‘participation certificates’ to many qualifying events. If there is no certificate, you may submit the documentation of your choice for proof of attendance. Examples include a copy of registration receipt, initialed schedule, attendance record for a regularly scheduled peer group meeting, etc. Attach all documentation to the Annual CUE Credit Submission Report with the total accounting for the cycle.

### **Exemption from the CEU Requirement**

There may be extraordinary situations when a clergy person is unable to complete the annual requirement. It is necessary to ask for an exemption by formal letter addressed to the Bishop of Long Island for his consideration explaining the circumstances. He will notify the person of the exemption if granted.

Clergy new to the Diocese of Long Island are exempt for 9 months from their starting date of active ordained ministry in the diocese, with the exception of Interns who are serving their first year after completing seminary. If that 9-months period should expire in June, July or August, their exemption extends to the August 31 end of the annual cycle. Otherwise, the clergy person should pro-rate the number of months left in the annual cycle against the 18 CEU requirement.

The Bishop of Long Island will annually review the accounting. Insufficient completion of required CEUs will be noted. Clergy not fulfilling the requirement will be notified early in the next annual cycle and encouraged to fulfill that cycle’s requirement. These records will be reviewed at times of deployment and other situations that will arise concerning the individual clergy person. Lack of compliance will be a determining factor in deployment.

## **Continuing Education Grants**

The Diocese of Long Island has a limited amount of money available annually for financial assistance to clergy seeking continuing education. The grants are made available starting with the diocesan fiscal year in January until the budgeted allotment is totally granted.

### **General Grant Guidelines**

Diocesan grants for continuing education are intended to be need-based for active, canonically resident clergy. Preference will be given to clergy who have not previously received assistance.

The request must be submitted prior to the date of the onset of the continuing education opportunity. No retroactive grants will be made.

The clergy person requesting a grant must pay at least one third of the total cost of the continuing education opportunity, including travel and other related costs.

The church or institution that employs the clergy person is encouraged to pay at least one third of the total costs of the continuing education opportunity. This allotment may be made from the continuing education budget granted annually to the clergy person.

The maximum diocesan grant for a continuing education opportunity will not exceed \$600 per annual cycle and represent no more than one-third of its total cost.

Recipients of diocesan continuing education grants must submit an evaluation of the learning opportunity on the *Continuing Education for Clergy Grant Recipient's Report* form.

Any money granted that is not spent on the educational event must be returned to the Diocese of Long Island.

The grant request must be submitted on the *Continuing Education for Clergy Grant Application*. The completed form needs to be sent to the Deputy for Episcopal Administration, who will arrange for its consideration by the Continuing Education Committee of the Commission on Ministry.