

J. POLICY FOR CONTINUING EDUCATION

Board of the Ordained Ministry

July 1, 1986

- I. DEFINITION OF CONTINUING EDUCATION: A structured Educational/spiritual event, supplemental to the basic theological degree (M. Div., or equivalent).
- II. DEFINITION OF A CONTINUING EDUCATION UNIT (CEU): Ten contact hours or equivalent, in an organized continuing education event or self-study as authorized by the Central Pennsylvania Conference Council on Ministries and/or the Board of Ordained Ministry through its committee on Personal and Professional Growth.
 - A. A Contact Hour is a typical fifty-minute classroom session or its equivalent.
 - B. Non-structured settings must include evaluative devices submitted to the Board of Ordained Ministry through its committee on Personal and Professional Growth.
 1. Research papers.
 2. Reaction papers.
 3. Critiques.
 4. Logs.
 5. Journals.
 6. Written Reports.
 7. Oral Reports/Interviews.
- III. CONTINUING EDUCATION CREDIT:
 - A. Those events already accredited by the Council on Ministries, or which offer continuing education units shall be recognized by the Board of Ordained Ministry. This shall include Doctor of Ministry Programs offered by institutions approved by the University Senate.
 - B. All individualized Educational Programs, Individualized Spiritual Programs and Small Groups Organized for Study must apply for accreditation to the Board of Ordained Ministry through its committee on Personal and Professional Growth.
- IV. INDIVIDUALIZED AND GROUP STUDY EVENTS FOR WHICH THE BOARD OF ORDAINED MINISTRY PERSONAL AND PROFESSIONAL GROWTH COMMITTEE MAY AUTHORIZE CONTINUING EDUCATION UNITS:
 - A. All Events already accredited by the Council on Ministries.
 - B. Doctor of Ministry Programs.
 - C. Sabbaticals (up to twelve months).
 - D. Short Term Study Leaves (up to three months, or up to six months).
 - E. Short Term Educational Opportunities (weekend retreats or conferences).
 1. Individualized Educational Programs.
 2. Individualized Spiritual Programs.
 3. Small Groups Organized for Study.
- V. DOCTOR OF MINISTRY PROGRAMS
 - A. Candidate must secure a letter of CEU equivalency from the degree granting institution.
 - B. The Candidate is requested to provide the Board of Ordained Ministry with the following:
 1. A description of the D. Min. Program.
 2. A statement of personal and professional goals.
 - C. Funding:
 1. Up to \$800.00 may be granted to each Candidate. The grant will be issued in three installments:
 - a. Yr. 1 — \$300.00
 - b. Yr. 2 — \$300.00
 - c. Yr. 3 — \$200.00
 2. Grants will be considered only for those applicants who completed their basic theological degree and have served five years in full-time ministry before application.
- VI. GENERAL GUIDELINES FOR THE BUILDING OF INDIVIDUALIZED AND GROUP STUDY EVENTS.
 - A. Sabbaticals (up to twelve months). Par. 448
 1. Eligibility:
 - a. Full-Members who have been under full-time appointment for eight consecutive years from the time of their reception into Full Membership. Par. 448.
 - b. Associate Members who have been under full-time appointment for eight consecutive years from the time of their reception into Associate Membership. Par. 448

- c. Diaconal Ministers as negotiated with their employer. Par. 313.1.c
- 2. Financial Aid:
 - a. Local church, as negotiated with the Administrative Board/Council.
 - b. Educational Leave Fund (ELF) as administered by the Board of the Ordained Ministry Committee on Personal and Professional Growth.
 - c. Expenses which may be covered by the Educational Leave Fund (not to exceed ½ of D.A.C. + health insurance & pension).
 - i. Tuition.
 - ii. Travel.
 - iii. Living Costs.
 - iv. Insurance and Pension Costs.
 - v. Day Care.
 - vi. Additional expenses as negotiated with the Board of the Ordained Ministry.
- 3. How to Apply:
 - i. Secure documentation of approval from the Bishop and District Superintendent.
 - ii. Secure documentation (if applicable) from the Local Church Pastor-Parish Relations Committee and the Administrative Board/Council.
- 4. Continuing Education Credit may be secured only as negotiated with the Board of the Ordained Ministry Personal and Professional Growth Committee.
- B. Short-Term Study Leaves (Up to three months, or up to six months):
 - 1. Eligibility:
 - a. Up to three months — Full Members with five years full-time service (Including In-Service); Associate Members with five years full-time service; and Diaconal Ministers as negotiated with employer.
 - b. Up to six months — Full Members or Associate Members with ten years full-time service (Including In-Service for Full Members; and Diaconal Ministers as negotiated with their employer).
 - 2. Financial Support:
 - a. Local Church, as negotiated with the Administrative Board/Council.
 - b. Expenses which may be covered by the Educational Leave Fund:
 - i. Tuition.
 - ii. Direct Educational Expense.
 - iii. Additional Expenses as negotiated with the Board of the Ordained Ministry.
 - 3. How to Apply:
 - a. Secure documented permission from the District Superintendent at least six months in advance.
 - b. Secure documented permission from the Local Church at least six months in advance. (Includes letter from Pastor Parish Relations' Committee and Administrative Board/ Council).
 - 4. Continuing Education Credit may be secured only as negotiated with the Board of the Ordained Ministry Personal and Professional Growth Committee.
- C. Short-Term Educational/Spiritual Opportunities:
 - 1. Any structured educational event which offers Continuing Education Units as approved by the Board of the Ordained Ministry Personal and Professional Growth Committee.
 - 2. Any structured educational/spiritual event authorized by the Central Pennsylvania Conference Council on Ministries.
 - 3. Any structured educational/spiritual event or self-study authorized by the Board of the Ordained Ministry Personal and Professional Growth Committee.
 - a. Individualized Educational Program.
 - b. Individualized Spiritual Program.
 - c. Small Groups Organized for Study.
 - 4. Eligibility:
 - a. Applicants must be full or associate members under appointment in the Central Pennsylvania Conference, or Diaconal Ministers under the supervision of the Board of Diaconal Ministry.
 - b. Eligibility shall not be tied to seniority.
 - 5. Financial Support:
 - a. Grants in aid shall be administered by the Board of the Ordained Ministry Personal and Professional Growth Committee. Par. 9211.1
 - b. Only direct educational expenses shall be considered.
 - c. All individualized programs must obtain authorization from the Board of the Ordained Ministry Personal and Professional Growth Committee at least thirty days prior to the event.

VII. GENERAL GUIDELINES FOR THE BUILDING OF SHORT-TERM EDUCATIONAL OPPORTUNITIES, I.E., THE INDIVIDUALIZED EDUCATIONAL PROGRAM, INDIVIDUALIZED SPIRITUAL PROGRAM, AND THE SMALL GROUP ORGANIZED FOR STUDY:

A. Individualized Educational Program:

1. What are the specific educational objectives?
2. How is the program to be administered?
3. What evaluative devices are to be included?
4. Annotated Bibliography (after completion).
5. Summary Evaluation (after completion).

B. Individualized Spiritual Program:

1. All criteria applicable to the Individualized Educational Program apply here as well.
2. The program may be designed around:
 - a. A spiritual retreat.
 - b. A significant Event in the applicant's area of weakness, as identified by the PPRC or the applicant.
 - c. A documented travel journey:
 - i. Annotated Bibliography.
 - ii. Itinerary.
 - iii. Learning Objectives.
 - iv. Daily Journal.

C. Small Group Organized for Study:

1. What is the subject to be covered?
2. What are the learning objectives, i.e., what does the group intend to do?
 - a. Share?
 - b. Learn?
 - c. Write?
 - d. Encounter?
3. Who shall participate in the group?
4. What is the format of the group?
 - a. Location?
 - b. Frequency of meetings?
 - c. Accountability?
 - i. How shall the group be coordinated/administered?
 - ii. What does the group intend to produce?
 - (a.) Document?
 - (b.) Curriculum?
 - (c.) Research Project?
 - iii. The product of the group's work shall be submitted to the Board of the Ordained Ministry Personal and Professional Growth Committee prior to the granting of Continuing Education Credit.
 - d. Continuing Education Credit will be subject to preliminary negotiation with the Board of the Ordained Ministry Personal and Professional Growth Committee prior to the beginning of the program.

VIII. ACADEMIC PROGRAMS INSTITUTIONALIZED SETTINGS (Th.M.; Ph.D.):

A. Academic courses and programs may be recognized for Continuing Education Credit.

1. The applicant shall submit a statement to the Personal and Professional Growth Committee indicating the need of the program for his/her effectiveness in ministry.
2. The Board of the Ordained Ministry shall recognize one hour of academic credit as equivalent to 1.5 Continuing Education Units (CEU's).

B. Funding.

1. Grants may be made available from the Continuing Education Fund or, if applicable, the Educational Leave Fund.
2. Grants which exceed \$500.00 require the approval of the full Board of the Ordained Ministry.
3. Grants shall not exceed the maximum available for Professional Degree programs (\$800.00).