



## *Continuing Education Policies and Procedures*



**2017**

All active clergy are required to engage in continuing education. Adherence to the national Canons — Canon 7.5 for deacons and Canon 9.1 for priests — is mandatory<sup>i</sup>. (Canon 12.2 requires continuing education for bishops, but the House of Bishops is charged with that responsibility.<sup>ii</sup>)

Although there is no national canonical requirement for lay professionals<sup>iii</sup> to seek continuing education, this is required in the Diocese of Hawai'i because it is important for lay professionals to continue to update their learning.

Currently, the Office of the Bishop tracks compliance with the Canons requiring continuing education, and Commission on Ministry awards grants from the Continuing Education Fund.

The Continuing Education Fund was created by a grant from the Venture in Mission project in 1981. Because of the context of funding from Venture in Mission it has been the Chancellor's opinion that the principal cannot be spent.

#### Annual Requirements:

All clergy and lay professionals are expected to:

- complete 24 contact hours<sup>iv</sup> of continuing education annually.
- report their continuing education activities to the Commission on an annual basis, no later than February 15 of the following year.

Each clergyperson or lay professional is encouraged to develop a plan for continuing education for the year to come (or longer). Ideally, the continuing education plan would grow out of the congregation's (or school or other institution) strategic plan so that the continuing education being undertaken furthers and strengthens the ministry of the body as a whole. Also, the insights and planning that grow out of Mutual Ministry Reflections (MMRs) might suggest a direction for a clergyperson's or a lay professional's continuing education.

Clergy and lay professionals are strongly encouraged to discuss their continuing education plans with their vestry or bishop's committee. They might also consult with the Bishop or some appropriate mentor.

The precise plan for continuing education could take any of several forms:

1) Undertake a long-term and intensive program of study. For example, a clergy person could enroll in a DMin (Doctor of Ministry) or other post-MDiv degree. This would provide an in-depth study of a particular area, such as congregational development or preaching.

2) Develop a plan for continuing education that directly responds to a congregation's strategic plan. For example, if a congregation wants to develop an alternative worship service, a priest or minister of music might develop a plan that includes attending workshops on emerging worship and church music.

3) Spread the required 24 contact hours evenly over the following three general content areas.

A. Theory and Practice of Ministry  
(Holy Scripture, theology, liturgics, etc.)

B. Professional Skills and Development  
(Community, communication and leadership skills, etc.)

C. Personal Growth  
(Spirituality, interpersonal skills, stress management, meditation, etc.)

This method is intended to provide a well-rounded approach to continuing education. Activities may span more than one content area.

4) Independent Study: An individual may create an independent study course, including research and professional reading.

All independent study programs must result in one of the following:

- Publishable essay
- Seminar
- Presentation to congregation/Diocese
- Workshop

### Continuing Education Credit<sup>iv</sup>

The requisite number of Contact Hours may be acquired through:

- Workshops, seminars, mini-courses, online courses, and other short-term learning events
- Academic courses
- Independent study: A written description approved by the Commission.

**GRANTS** from the fund for Continuing Education:

Presently, a maximum grant of \$1,500 a year per applicant is available.

A grant application should be submitted to the Commission **at least one month** prior to each event for which funding is requested. Applications should be submitted on-line with all supporting documents.

Forms are available on the diocesan Web site under **Continuing Education.**

Guidelines:

1. The guideline used in awarding grants to **full-salaried** clergy and lay professionals is that **the Diocese may fund ½ of the total event cost; the applicant should expect to pay ¼ of the cost, and the congregation/institution ¼**, unless there are special circumstances. Congregations of part-time and **non-stipendary** priests, deacons, and lay professionals are expected to contribute toward the cost; the grant may cover ¾ of the rest of the cost, at the discretion of COM.
2. If funds are available in November after meeting the initial needs of clergy and lay professionals, additional funds may be granted.

### **REQUIRED EVALUATION**

A written assessment of the event based upon the objectives of the grant must be submitted one month after the conclusion of the study in order for the recipient to qualify for a future grant. This report must include details of application of the work or presentation to the Diocese.

The form is available on the diocesan Web site under **Continuing Education.**

All clergy are required to complete a Continuing Education Report annually, **whether or not they receive funds from the Continuing Education Commission.**

ENDNOTES:

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<sup>i</sup> Canon 7.5: The Bishop and Commission shall require and provide for their continuing education of Deacons and keep a record of such education.

Canon 9.1: The Bishop and Commission shall require and provide for the continuing education of Priests and keep a record of such education.

The Diocese has determined that meeting the continuing education requirement is mandatory for full-time, part-time and non-stipendary clergy, and voluntary for retired clergy.

<sup>ii</sup> Canon 12.2: The House of Bishops shall require and provide for the continuing education of Bishops and shall keep a record of such education.

<sup>iii</sup> Definition of lay professionals: Persons hired for their specific expertise in a ministry/program of the church. Examples of persons who would be considered lay professionals required to meet the continuing education requirements include compensated directors of Christian education, youth ministers, choir directors or music ministers.

Exempt employees, contract employees, and hourly employees are not subject to continuing education requirements. NOT included for the purpose of the continuing education requirements are church day/boarding school teachers and administrators.

<sup>iv</sup> The Commission measures continuing education in contact hours, rather than in Continuing Education Units (CEUs). A “CONTACT HOUR” is an hour actually spent in a workshop, classroom or other venue in which the material is presented. Time spent developing and preparing a continuing education or Christian formation program, seminar, etc., that the clergy or lay professional will lead may also be counted toward the total contact hours.