

CONTINUING EDUCATION POLICY BOARD OF ORDAINED MINISTRY

Certificates and Financial Assistance for Continuing Education
Updated 10/09

Continuing education is to further develop the knowledge and skills of clergy for ministry. **All active clergy (elders, deacons, local pastors, commissioned, etc.), who are members of and/or serving within the Eastern Pennsylvania Conference, are expected to acquire four Continuing Education Units (CEU's) within each quadrennium.** No one event may count for more than two CEU's toward the required four within a quadrennium.

One CEU is offered per 10 contact hours (a contact hour is actual time spent in a workshop, lecture or group session). It does not include lunches, breaks or recreational activities. For activities less than 10 hours we offer .1 CEU's per contact hour.

Individuals Requesting Continuing Education Units

Individuals who attend events that do not offer CEU's and would like CEU credits may write Dr. Mary White, 804 North Broad Street, Philadelphia, PA 19130, email MWhite9891@aol.com , call 215-236-0304 / 215-429-1680(cell) or fax 215-236-8618. If granted, the Board of Ordained Ministry will issue a certificate. The following information about the event is to be included with the request (one page is sufficient, two pages maximum):

1. Name, address, phone number and email address of the person making the request
2. Relationship to the Annual Conference (*elder, deacon, local pastor, commissioned, etc.*)
3. Date
4. Location
5. Sponsor
6. Leadership and instructors
7. Purpose
8. Content
9. Number of contact hours (number of hours for lectures and workshops)
10. How the information will be used in the practice of ministry in the present appointment or in preparation for a future appointment.

FINANCIAL SUPPORT FOR CLERGY

Active clergy, who are members of and/or serving within the Eastern Pennsylvania Conference, *including retired clergy under appointment*, may receive up to **\$400 a year for continuing education.** (*Commissioned clergy may receive an additional \$400 which may be used in part or in total during their probationary period*) **Clergy participating in a post master's degree program may receive up to \$600.00 per year for up to four years.** **Support for sabbaticals of \$1,000 to \$5,000 is also available for continuing education.** For more information on sabbatical support please refer to the Board of Ordained Ministry policy for *Renewal/Study Funding For Clergy*
To be eligible for financial support, it must first be determined whether or not the continuing education event is consistent with the Board of Ordained Ministry's Policy for granting CEU's whether or not CEU's are being requested.

There must also be some support from the clergyperson and the congregation.

To be considered for financial support, an individual must send the following information to Dr. Mary White, 804 North Broad Street, Philadelphia, PA 19130, email MWhite9891@aol.com , call 215-236-0304 / 215-429-1680(cell) or fax 215-236-8618.

- A. Name, address, phone number
- B. Email address
- C. Social Security number
- D. Relationship to the annual conference (elder, deacon, local pastor, commissioned, *retired clergy under appointment*, etc.)
- E. Amount requested. (*If commissioned, designate whether or not the amount requested is from the additional \$400 mentioned above*)
- F. Amount provided by the congregation
- G. Amount provided by the pastor
- H. The name of event, date
- I. How the event will relate to present and/or future ministry
- J. Address where funds should be sent if different from above

Once eligibility has been determined, the request for financial support will be forwarded to the treasurer of the Board for consideration.

PLEASE NOTE: CONTINUING EDUCATION UNITS AND FINANCIAL SUPPORT WILL NOT BE OFFERED FOR THE FOLLOWING EXPERIENCES:

Work camps, mission trips without formal instruction, independent studies that are not overseen through a formal institution or instructor, spiritual retreats, counseling sessions, vacations abroad, ministry/pulpit exchanges and book studies.

<h3>Financial Support for Candidates for the Ordained Ministry</h3>

Financial Support is available **for college and seminary students that have been approved by an Eastern Pennsylvania congregation or District Committee of Ordained Ministry or Conference Board of Ordained Ministry.** Students must be attending an accredited college or seminary. The grants are contingent upon a candidate being ordained by and serving within the bounds of the Eastern Pennsylvania Conference. If an individual received a grant and fails to be ordained or serve within the conference bounds, the grant (s) shall revert to a loan and be paid back over a five-year period of time unless other arrangements have been made. **To be eligible, an application must be completed and sent to the treasurer of the Board of Ordained Ministry, Mrs. Beverly Connor at 12 White Oak Dr., Fleetwood, PA 19522 (610) 944-9924 E-mail: bsconnor@aol.com**

Grants shall be given based upon need and the following guidelines:

College Student per semester:

Quarter time up to \$750

Half time up to \$1000

Three Quarter time up to \$1,125

Full time up to \$1250

Applicants must maintain a 2.5 grade point average to receive continued funding

Seminary Student per semester:

Quarter time up to \$750

Half time up to \$1500

Three Quarter time up to \$1750

Full time up to \$2000

Applicants must maintain a 2.8 grade point average to receive continued funding