

CONTINUING EDUCATION GUIDELINES FOR CLERGY

According to The Book of Discipline of the United Methodist Church (§351.5) “Clergy shall be asked by the district superintendent in the charge conference to report on their programs of continuing education, formation and spiritual growth for the past year and plans for the year to come.” A minimum of forty (40) Continuing Education Units (CEUs) are required for clergy serving in the Indiana Conference. One CEU is equal to 1 contact hour.

Minimum continuing education units required per conference year (July 1 to June 30) have been established for all persons serving under appointment in the Indiana Conference and are listed below. One Continuing Education Unit (CEU) is equal to 1 contact hour.

- Full-Time Deacon, Elder and Local Pastor = 40 CEU’S
- Part-time Pastor = 20 CEU’S
- Provisional Deacon and Elder = Full participation in the Residency in Ministry (RIM) program. Simply indicate “RIM PARTICIPANT” on CE Report Form

How Do I Earn the Required Number of CEU's?

1. Professional Reading (Maximum of 10 CEU's for credit, 1 book = 2.5 CEU's): Reading related to the knowledge and competency areas of scripture, theology, church history, church polity, pastoral care or other skill areas essential to the practice of ministry are acceptable. Daily Bible reading, devotional materials, normal reading for sermon preparation and leisure reading is encouraged, but is NOT considered continuing education.
2. Seminar/Conference/Workshop Participation: This includes programs sponsored by an agency of the General Church, Jurisdiction, Conference, District or other accredited ecumenical or community service organizations. Such programs typically list the total CEU credits available in their registration materials.
3. Study Travel: The number of contact hours of lecture and discussion under qualified leadership may be counted. 1 hour = 1 CEU
4. Audio/Visual Presentation (Maximum of 10 CEU's for credit, 1 hour = 1 CEU): You may view or listen to A/V presentations (tapes, videos/DVD's) related to the knowledge and competency areas of scripture, theology, church history, church polity, pastoral care or other skill areas essential to the practice of ministry. This may take place individually or in a group setting. Many such resources are available in the IC Resource Center.
5. Academic Class Work: 1 Semester Hour Credit of academic class work = 13.3 CEUs; 1 Quarter Hour Credit of academic class work = 10 CEU's
6. Course of Study/Extended Course of Study: 1 Class = 10 CEU's; 1 Module (2 classes) = 20 CEU's
7. Other Approved Projects: You may also earn a designated number of CEU's for completing projects preapproved by the Continuing Formation Panel and/or Cabinet.

Continuing Education forms are turned in at Charge Conference. They are then forwarded to the Continuing Formation Panel for reading. Both the pastor and his/her District Superintendent will be notified if the established guidelines have not been met. Appropriate action will be taken by the Bishop, Cabinet and/or Conference Board of Ordained Ministry for persistent failure to comply with Continuing Education requirements.