

Continuing Education Guidelines for Clergy

The Book of Discipline of the United Methodist Church requires all pastors serving under appointment to complete continuing education (CE). In the Indiana Conference, the Professional Development Committee, a sub-group of the Conference Board of Ordained Ministry, has been established to provide both educational opportunities for pastors (BOD ¶634.2n) and oversight for the completion of continuing education requirements (see BOD ¶634.2q). The minimum number of CEU's needed to be earned each conference year (July 1-June 30) is 40 hours. **One contact hour is equal to 1 Continuing Education Unit (CEU).** The following minimum continuing education standards have been established for all persons serving under appointment in the Indiana Conference.

FULL-TIME DEACON, ELDER, LOCAL PASTOR AND D.S. REQUIREMENT = 40 CEU'S

PART-TIME PASTOR REQUIREMENT = 20 CEU'S

PROBATIONARY DEACON AND ELDER REQUIREMENT = 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 20 CEU's for credit, 1 book = 4 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, Area, 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 Conference Media Center.
5. **Academic Class Work**: 1 Semester Hour Credit of academic class work = 13.3 CEU's; 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 pre-approved by the Professional Development Committee and/or Cabinet.

Continuing Education forms are turned in at Charge Conference. They are then forwarded to the Professional Development Committee 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.