

PROCEDURES/GUIDELINES FOR EVALUATING AND GRANTING CONTINUING EDUCATION UNITS (CEUs) 2012

What is continuing education?

Continuing education (CE) is for ministers who have completed the requirements for ministerial education, training, and experience and have received their district license or ordination. CEUs (continuing education units) are given on the basis of one CEU for every 10 contact hours (*minimum of 60 minutes in a class or seminar*. CEUs may be earned in fractions (i.e. 5 hours would be 0.5 CEU, 10 hours would be 1.0 CEU, etc.)

Why does a minister need CE?

CE (continuing education) indicates a minister's desire to gain knowledge, improve skills, and achieve personal growth beyond the requirements of a ministerial job.

How does a minister obtain CEUs?

CEUs may be granted by attending events sponsored by districts, colleges, seminaries, hospitals, and other community organizations and directed reading programs (see section under directed reading program for details).

Who is expected to earn CEUs?

Manual 426.6, "Once a minister has fulfilled the requirements of a validated course of study for ministry, he or she will continue a pattern of lifelong learning to enhance the ministry to which God has called him or her. A minimum expectation is 20 contact hours each year (2 accredited Continuing Education Units [CEUs] or the equivalent determined by the region/language group and stated in their regional *Sourcebook on Ordination*. All assigned and unassigned licensed and ordained ministers shall report on their progress in a program of lifelong learning as part of their report to the district assembly. An up-to-date report on his or her lifelong learning program will be used in the church/pastoral review process and in the process of calling a pastor. The regional *Sourcebook on Ordination* for the region/language group will contain the details of the accrediting and reporting process. At least 20 contact hours or its equivalent are expected annually. (115, 123, 413.11, 435.15)

What events are excluded from CEUs?

CE is designed for those who have completed the ministerial course of study. If a student is district licensed and completes CE courses which are not a part of his/her ministerial training, he/she is eligible to receive CEUs.

Programs taken for academic degrees are not eligible for CEUs. However, ministers involved in a degree program are exempt from CE expectations while making satisfactory progress in the degree program.

District guidelines for submitting CEUs to Global Clergy Development:

Each district has a CE coordinator who is the primary keeper for all educational records. Pastors should contact the district CE coordinator when requesting CEUs. The CE coordinator sends a CE report or a participants' roster to Global Clergy Development after the event is completed. Global Clergy Development is responsible for recording and emailing the CE cards and updated CE records to the CE coordinator after the CE report has been received.

We recommend districts send monthly or quarterly CE reports to Global Clergy Development (see www.nazarenepastor.org/clergy_education under District Board Resources for CE forms).

Procedures for Evaluating CE Events:

One of the three items listed below is given to the district CE coordinator to determine eligibility and the number of CEUs granted.

1. Brochure showing name, topic, sponsor, schedule, and intended outcomes.
2. Course syllabus providing intended learning outcomes, instructor name(s), and topic covered.
3. Certificate showing number of CEUs awarded by the sponsoring agency, if available.

CEUs are assigned according to the 4 Cs:

- 21 Content covers topics regarding Bible study, Theology, Sunday School, etc.
- 22 Competency covers topics regarding administration, organization, preaching, etc.
- 23 Character covers topics regarding personal growth, spiritual development, mental/ethical traits, etc.
- 24 Context covers topics regarding social concerns, ethics, community situations, sociology, etc.

Additional Continuing Education Opportunities

For ministers unable to attend CE events, the district can provide a directed reading program to fulfill CE expectations. The books should include a variety of topics so CE credit in all of the 4 Cs may be given. 30 hours of reading plus a 500-word reflection paper on each book would equal one CEU. The district must pre-approve books and determine how many books will be read to earn the desired CEUs.

Ministers teaching in the modular course of study or teaching a district approved CE event may receive one CEU for every 30 hours of preparation time.

We are here to assist you in every way possible. If you are evaluating an event for CEUs and have questions, please email Darlene Friend (dfriend@nazarene.org), call our office at 1-800-306-7651, or visit www.nazarenepastor.org/clergyeducation.