



Continuing Education for Clergy The Episcopal Diocese of Texas

Mission Theological/Academic, Professional, Personal Seeking the knowledge of such things as may make us stronger and more able ministers of Christ

Continuing Education for Clergy Guidelines

Diocese of Texas Requirement

24 CEUs per annual cycle, from Sept. 1 to August 31, for full time stipendiary clergy serving diocesan congregations and institutions such as hospitals, human need facilities and schools.

12 CEUs per annual cycle for all other clergy exercising ordained ministry within the diocese. This includes part-time, supply, bi-vocational priests, deacons and chaplains and ordained persons who are not working full time, including retired clergy who are continuing to work part time.

Clergy who are canonically resident but not living or serving in the Diocese of Texas will be exempt from this requirement. Fully retired, non-active clergy are encouraged but not required to obtain CEUs.

Clergy who serve in religious professional capacities such as hospital chaplains or heads of schools who are required to have continuing education from a licensing/certification agency will be allowed to utilize the continuing education credits required by those agencies as long as they meet the contact hour requirements of the Diocese of Texas. If they do not completely meet the diocesan requirement, they can supplement their licensing ceus with other opportunities. They are required to send a copy of their professionally required CEU accounting to the Diocese of Texas by August 31 of each year.

Continuing Education Unit (CEU)*

The standard for one CEU in the Diocese of Texas is one contact hour between the instructor and student in a learning situation. This may include one- on-one instruction, online learning, classroom, conference, small group collaborative work, and the educational component of religious pilgrimages. Personal spiritual retreats and direction also qualify.

Independent study can also qualify for CEUs.**

Opportunities that do not qualify for CEUs: worship; fellowship, break, mealtime during a class, conference, etc.

Educational opportunities that do not support leadership, professional, theological or personal development or classes to become proficient in hobbies or second careers.

Educational Competencies

The three competency areas include: Theological/Academic; Professional; Personal.

It is recommended that the 24 CEU annual cycle requirement be balanced with 8 CEUs in each of the three competency areas.

Clergy are required to complete at least 3 CEUs in each competency area during an annual cycle.

Excess CEU hours over the minimum annual cycle requirement may not roll over for credit into the next annual cycle.

Sample educational opportunities are listed below:

Theological/Academic

Biblical Studies
Dr. of Ministry programs through accredited institutions
Spanish, Greek, Hebrew, etc.
Ethics
Church history

Arts and theology, etc.
Overview of contemporary works
All seminary offerings
Science and religion issues
Diocesan seminars with theologians

Professional

Participation in facilitated clericus meetings
Congregational development including diocesan conferences and specific retreats for clergy
Training or education in the following areas:
Safe church

Leadership skills
Conflict management
Staff management, team building
Leading change
Stewardship, fund raising

Personal

Mind, body, health awareness
Clergy wellness
Counseling to deal with personal issues
Maintaining balance in work and life
Personal financial management

Coursework which assists in self-awareness: strengths, development of giftedness, etc.
Spiritual retreats
Spiritual direction

***Accounting for CEUs**

The diocese has moved to an all self-accrediting and reporting system. No advance approvals are necessary. Nor will the diocese automatically award CEUs to individuals. Each clergy person will need to account for the CEUs gained by referencing these guidelines and reporting them on the Annual CEU Submission Report form.

Maximum credits may be awarded in an annual cycle for the following:

- 12 CEUs for: each academic course taken from accredited institutions including D.Min. programs; independent study**; participation in a single event or learning opportunity; one-on-one work with counselors
- 10 CEUs for participation in clericus facilitated meetings
- 6 CEUs for: full participation in all offerings of the annual clergy conference; participation in a spiritual retreat
- 3 CEUs for: research and work done to develop new curriculum/courses for instruction; chaplain in residency week at Camp Allen

****Independent Study**

There are occasions when a clergy person has an unusual learning opportunity that falls outside the mainstream of situations listed in these guidelines. This might include a self-directed course of study which incorporates numerous books/articles around a particular topic or work done with experts or consultants. A full explanation of this type of work is required in the accounting and may not be approved toward the CEU requirement. Criteria for approval will include the comprehensiveness of the study and the outcomes.

The Cobblestone Clergy Only calendar on the Diocese of Texas website has been discontinued. Clergy will need to ascertain the number of credit hours they have earned using these guidelines.

All clergy will be required to complete the online *Annual CEU Credit Submission Report* by August 31 of the annual cycle in which credit is needed. Supporting documentation verifying attendance is no longer required. Information will be included in each clergy person's records and an annual report will be created for the Bishop of Texas who will review it. Each record may be a determining factor at times of deployment and other situations that arise concerning the individual clergy person.

Grants

A limited amount of money is available annually for grants up to \$500 to support continuing education for the individual. Utilize the *Continuing Education for Clergy Grant Application* to see the general grant guidelines and to apply for a grant. Submit this application in advance of the continuing education opportunity to the current Chair of the Commission on Ministry, Diocese of Texas. It will be reviewed at one of their meetings therefore significant advance notice is necessary. Persons cannot apply for a grant more than once every 24 months.