

Continuing Education Guidelines for Clergy 2023

The Episcopal Diocese of Texas

Seeking the knowledge of such things as may make us stronger and more able ministers of Christ.

Reporting Requirement

Complete the online *Annual CEU (Continuing Education Unit) Credit Submission Report* by **August 31** of the annual cycle (September 1 - August 31). The numbers below are per annual cycle and must include the Educational Competencies described below. Excess CEU hours over the minimum annual cycle requirement do not roll over for credit into the next annual cycle. Supporting documentation to verify attendance is not required.

Full Time Stipendiary Clergy

24 CEUs

Includes clergy serving both congregations and other institutions, such as hospitals and schools.

All Other Clergy Exercising Ordained Ministry within the Diocese

12 CEUs

Includes all clergy who are active, but not working full-time, including supply clergy, bi-vocational priests, deacons, chaplains, and retired clergy who continue to work part time.

Canonically Resident Clergy Not Living or Serving in the Diocese

Exempt

Fully Retired, Non-Active Clergy

Encouraged, but not required, to obtain CEUs

Continuing Education Unit (CEU)

The standard for one CEU in the Episcopal Diocese of Texas is one contact hour between the instructor and student in a learning situation that supports leadership, professional, theological or personal development. This may include one on-one instruction, online learning (including webinars), classroom learning, conferences, small group collaborative work, facilitated clericus groups, and the educational component of religious pilgrimages. Independent study, personal spiritual retreats, work with a counselor, and spiritual direction also qualify.

Opportunities that *do not qualify* for CEUs include worship; fellowship; and breaks and mealtime during a class, conference, or retreat. Also excluded are classes to become proficient in hobbies or second careers.

Clergy who serve in professional religious capacities that require continuing education from another licensing/certification agency, such as hospital chaplains and heads of schools, may apply continuing education credits required by those agencies to the CEU requirements of the Diocese of Texas, provided that the credits meet the contact hour requirements of the diocese.

Maximum CEU Credits per Activity

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

Educational Competencies

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

Clergy must complete at least 3 CEUs in each competency area during an annual cycle.

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

Examples of topics/learning opportunities included under each Educational Competency are listed below:

Theological / Academic

All seminary offerings
Biblical studies
D.Min. programs through accredited institutions
Languages - Spanish, Greek, Hebrew, etc.
Ethics
Church history
Arts and theology, etc.
Overview of contemporary works
Science and religion issues
Seminars with theologians
On-line learning, webinars, and podcasts

Professional

Congregational development
Leadership skills or development
Community outreach
Safeguarding Training
Conflict management
Antiracism training
Racial reconciliation
Staff management, team building
Stewardship, fund raising
Creating a missional community

Personal

Clergy wellness programs
Counseling to deal with personal issues
Mind, body, and health awareness
Maintaining balance in work and life
Personal financial management
Spiritual retreats
Spiritual direction
Coursework to assist in self-awareness of strengths, challenges, gifts, etc.
On-line offerings and support

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 directed or self-directed course of study which incorporates numerous books/articles around a particular topic or work done with experts or consultants.