

## Guidelines for Continuing Education and for Grants for Continuing Education and Education for Ministry Commission on Ministry, Diocese of Montana

*Each Diocese shall make provision for the affirmation and development of the ministry of all baptized persons [Title III, Canon 1, Section 1]; and the Bishop and Commission shall require and provide for the continuing education of Deacons and Priests and keep a record of such education [Title III, Canon 7, Section 5, and Canon 9, Section 1].*

### **Purpose:**

Continuing education is for ministry development and shall consist of an event that benefits the person's ministry, the local congregation, the diocese.

### **Continuing Education Review Committee:**

A subcommittee of the Commission on Ministry will oversee the continuing education of the clergy and laity as well as administering grants and awards for continuing education and sabbaticals. The sub-committee will identify and provide continuing education opportunities as well as maintain records of the continuing education of the clergy and encourage all clergy to partake in continuing education events on a regular annual basis. It shall consist of 4 members appointed for 3 year terms, one of whom shall be a member of the COM.

### **Expectations:**

Clergy are expected to engage in a minimum of 18 CEU's (1 contact hour = 1CEU) annually of workshops, lectures, training or readings of journals or books of substance, across three areas: Theological/Academic; Professional; Personal. .

- *It is recommended that the 18 CEU's requirement be balanced each year with 6 hours in each of the three competency areas.*
- *It is required that clergy complete at least 3 hours in each competency area during an annual cycle, and no more than 9 CEU's will be credited in any one area..*
- *Hours earned in excess of the annual requirement may not roll over for credit in the next annual cycle.*
- *Workshops, lectures, retreats, training or substantive professional readings that are designed to improve skills, increase knowledge, or deepen one's spiritual or personal life count. If you are a leader, you get credit either for contact hours or preparation hours, but not both.*
- ***Clergy Conference, Deanery and Clericus meetings do not count.***
- *Participation in diocesan, provincial, or national meetings or conventions do not count, nor do the expected readings for any of those meetings or conventions.*
- *Journals "of substance" would include, for example, The Anglican Theological Review, Biblical Archeology Review but not The Living Church or Anglican Digest. For each periodical or journal issue .5 CEU will be given.*
- *Regarding reading for credit: Up to 6 hours a year for journals of substance and/or 6 hours a year for books may be credited. One book = 1CEU. On the report form, where course title is requested, submit book title, author and a full bibliographic citation.*
- *Distance Learning Courses, instructional materials, VCR/DVD's developed by reputable producers and recognized scholars will count. 1 hour = 1CEU.*
- *Each clergy instructor for the Montana Diocesan School for Deacons will be credited 1 CEU for very two hours of preparation in the Theological/Academic OR Professional categories.*

The annual cycle shall be from the **mid-December Winter** Ember Days to the next **Winter** Ember Days. Clergy must submit their continuing education report to the Canon to the Ordinary no later than **December 31st** of any given year (form attached).

Following is an explanation of the three areas of required continuing education. The list is a sample and not intended to be comprehensive:

***Theological/Academic:*** *Reading and studying the Holy Scriptures, and seeking knowledge of the Word of God and the sacraments.*

Biblical studies	Languages - Greek, Hebrew, Spanish
Theology/Spirituality	Theory of Ministry
Church history	Favorite theologians
Arts and theology	Medical ethics and theology
New paradigms of science and religion	
Pop culture and theology (e.g. movies with a one page reflection on each movie)	
Dr. of Ministry programs through accredited institutions	
Contemporary theological landscape, overview of contemporary works	

***Professional:*** *Building the family of God through pastoral leadership.*

Safe church training	Stewardship, fund raising training
Homiletics – preaching	Leading change
Leadership skills training	Dealing with conflict
Reconciliation skills training	Developing community
Staff management, team building	Effective communications
Developing personal mission, vision, and planning (e.g. CREDO)	
Dealing with expectations, projections, pathology	
Building healthy relationships with vestries/parishioners	
All aspects of congregational development, excluding clergy conference, but including other diocesan conferences/workshops	

***Personal:*** *Attending to the patterns of one's life in accordance to the teachings of Christ. Up to 3 CEU's may be granted for personal/spiritual growth and 3 CEU's may be granted for general wellness-oriented topics that go beyond your normal activities and behaviors.*

- A Clergy wellness program (e.g. balancing life and work)
- Counseling, such as for addictions
- Enhancing Interpersonal skills
- Personal spiritual development (e.g. spiritual direction)
- Coursework which assists with self-knowledge (for example CREDO: aspects of personal growth)

## **General Continuing Education Grant Guidelines**

### **Eligibility:**

Any baptized member of a congregation in the Diocese of Montana is eligible for a continuing education or Education for Ministry (EFM) grant.

### **Grant Amount:**

Up to \$1,000.00 over a two-year period from the Commission on Ministry. The \$1,000 may not be accumulated beyond the 2 year period; and the monies may be broken up into smaller segments over the 2 years.

Study should be a prescribed course at an institution; and must be structured, job related and accounted for (with receipts and within two months) to be non-taxed. Grants to read books at home or to explore Europe, for example, constitute taxable income.

After 7 years of continuous service in this Diocese, one sabbatical, based on merit, may be granted each year to active clergy, the total grant not to exceed \$4000. The recipient of a sabbatical grant must remain in their parish position for at least one year after returning from the sabbatical.

### **Matching Requirement:**

Sponsoring congregation must match at least 1/3 of total grant amount.

Recipient, if possible, should match 1/3 of total grant amount, if a 1/3 contribution is not viable, recipient is expected to make some contribution towards the cost.

Commission on Ministry will finance the remaining 1/3 of total grant.

### **Other Requirements:**

1. The application should demonstrate how the event will make the person's ministry more effective and how it will benefit the church. Evidence of dedication, creativity, and promise of practical consequences for advancing the Gospel will be sought.

2. A written report of the benefits received from the funded program are due in to the Chair of the Continuing Education Review Committee within 60 days after the event concludes (see report form on backside of grant application).

**Funds are available, based on merit, for CE, EFM and sabbaticals on a first come, first serve basis.**

### **Process:**

A person, lay or clerical, seeking CE/EFM funding must submit a fully completed and vestry-reviewed *Application for a Continuing Education or Education for Ministry Grant*, signed by their priest, warden, or clerk, to the Review Committee well **before** the continuing educational event is to occur.

The subcommittee will submit their recommendation to the diocesan office for funds to be distributed. When possible, the checks will be made out directly to the agency offering the educational program. Any unused funds shall be returned to the Diocese.

**The Application Form follows.**

# Application for a Continuing Education or Education for Ministry Grant Diocese of Montana

( ) VIM CE ( ) EFM Grant  
Name \_\_\_\_\_ Date \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ e mail \_\_\_\_\_  
Church \_\_\_\_\_ Length of Time in Diocese \_\_\_\_\_  
Occupation \_\_\_\_\_ Education Level \_\_\_\_\_  
Location of event \_\_\_\_\_ Dates \_\_\_\_\_

Please answer the following questions. Use a separate page, if necessary. Attach any appropriate brochures or other information.

1. Describe the continuing education program you wish to undertake.

2. How does this education fit in with your long range ministry goals? How will it benefit your ministry and/or the Diocese?

When did you last receive a VIM CE grant? \_\_\_\_\_

**Estimated Cost:**

Travel \_\_\_\_\_  
Tuition \_\_\_\_\_  
Room/Board \_\_\_\_\_  
Other \_\_\_\_\_

**Funds provided by:**

Self \_\_\_\_\_  
Parish \_\_\_\_\_

**Total** \_\_\_\_\_ **VIM-CE Amount Requested** \_\_\_\_\_

Applicant's Signature \_\_\_\_\_

This proposal was presented to the Vestry on \_\_\_\_\_ and was approved.

\_\_\_\_\_  
Priest, Warden, or Clerk

COM Action: Approved/Disapproved Date \_\_\_\_\_ Amount \_\_\_\_\_

COM Chair Signature \_\_\_\_\_

**Return to: Chair, CE Review Committee, Diocese of MT, PO Box 2020, Helena, MT 59624**

# Continuing Education Grant Recipient's Report

*Within 60 days of completing the educational event that was supported by the grant, this form is to be submitted by persons who received a continuing education grant from the Commission on Ministry of the Diocese of Montana*

Submit this form to: **Chair, CE Review Committee, Diocese of MT, PO Box 2020, Helena, MT 59624**

Name:

Address:

City/State/Zip:

Phone: (work)

(cell or home)

email:

The grant amount and date it was awarded:

Please describe, using additional paper if necessary, your evaluation of the continuing education opportunity for which you received the grant. Did it achieve its objectives? How did you benefit? If it is a recurring opportunity, would you recommend it to other clergy? Why or why not? How do you plan to use what you have learned in your ministry?

Would you be willing to share what you have learned with other Montana clergy?

Your Signature:

Date:

# Continuing Education for Clergy Annual Report

## Episcopal Diocese of Montana

Please submit this form no later than **December 31<sup>st</sup>** of any given year to the Canon to the Ordinary to accommodate the annual cycle for required Continuing Education of the clergy. **The report is to cover education completed through the end of the winter Ember Day period in mid-December.**

Email or mail this form with certificates, receipts or documents accounting for participation to:  
**The Rev. Canon J. Christopher Roberts, PO Box 2020, Helena, MT 59624; e-mail [mtcto@diomontana.com](mailto:mtcto@diomontana.com)**

Your Name:

Position:

Address:

City/State/Zip:

Phone:

Email:

### **REQUIREMENT AS STATED IN THE CONTINUING EDUCATION GUIDELINES, DIOCESE OF MONTANA:**

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- *It is recommended that the 18-hour contact requirement be balanced each year with 6 hours in each of the three competency areas.*
- *It is required that clergy complete at least 3 hours in each competency area during an annual cycle, and no more than 9 hours in any one area.*
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**I met the continuing education requirements established by the diocese this year:**

Yes\_\_\_ No\_\_\_

**I exceeded the CE requirement this year: Yes\_\_\_ No\_\_\_**

**List the workshops, courses, books read, etc. you took to earn CE contact hours in the competencies listed. Use the back of this sheet if necessary.**

**Academic/Theological:** maximum 9 hours, minimum 3 hours.

Course Title(s)

Hours of contact \_\_\_\_

**Professional:** maximum 9 hours, minimum 3 hours.

Course Title(s)

Hours of contact \_\_\_\_

**Personal:** maximum 9 hours, minimum 3 hours.

Course Title(s)

Hours of contact \_\_\_\_

**While required, extenuating circumstances may have prevented you from completing the required hours. If applicable, please answer the following questions:**

What made it difficult for you to complete the requirements?

How can the Commission on Ministry assist you in meeting the requirements more easily in the next annual cycle?



Title III training requirements:

**Have you attended a day of “Anti-racism” training in the last 5 years? Yes\_\_\_ No\_\_\_**

**Have you attended a day of “Safe Church” training in the last 5 years? Yes\_\_\_ No\_\_\_**

**Have you attended a day of “Title IV” training in the last 5 years? Yes\_\_\_ No\_\_\_**