

Continuing Education Units for Clergy

Western Pennsylvania Annual Conference of the United Methodist Church

“Throughout their careers, clergy shall engage in continuing education for ministry, professional development and spiritual formation and growth in order to lead the church in fulfilling the mission of making disciples for Jesus Christ. This shall include carefully developed personal programs of study augmented periodically by involvement in organized educational and spiritual growth activities. These practices embody the Wesleyan emphasis on lifelong growth in faith, fostered by personal spiritual practices and participation in covenant communities. Each Annual Conference, through the chairs of the clergy Orders and Fellowship or other leaders designated by the bishop, shall provide spiritual enrichment opportunities and covenant groups for deacons, elders and local pastors.” (Book of Discipline ¶1350.1)

What are the basic continuing education requirements?

- All clergy in full-time appointments (deacons, elders, associate members, and full-time local pastors who have completed their educational requirements) are required to earn an average of four (4) Continuing Education Units (CEUs) each calendar year or a minimum of sixteen (16) over the course of a quadrennium (Methodist for “four-year period”).
- Part-time local pastors who have completed their educational requirements are expected to earn two (2) CEUs per year or eight (8) per quadrennium.
- Clergy enrolled in college, seminary, or graduate school are not required to earn additional credit while they are students.

What exactly is a CEU?

- Ten (10) contact hours with a qualified instructor or resource person equals one (1) CEU. This is a standard measurement of ALLLM. The Association of Leaders for Lifelong Learning in Ministry (ALLLM), is an ecumenical organization working for the promotion and support of continuing education for ministry. The United Methodist Church is a member of ALLLM.
- Units are granted in half and whole units only. This means that a seven-hour event, for example, qualifies for one-half CEU.
- Only the actual hours (instructional session or its equivalent) with qualified leadership qualify.
- Requests for exceptions to this policy may be submitted to the Board of Ministry and directed to the Continuing Education Committee.
- The “reading of books” related to ministerial vocation and/or spiritual growth may be used to increase the number of annual CEU hours by 1. In other words 10 hours or one fourth of the annual CEU requirement can be met through 10 hours of dedicated reading.

What do I do when I’ve earned CEUs?

- It is your responsibility to maintain accurate records of your participation. If CEU certificates are issued, keep a copy in your personal files, if one is not issued, keep a written record of event, date and hours to be shared with your DS in your annual Continuing Education Report.

CONTINUING EDUCATION UNITS EVENT REQUEST FORM

To be submitted by a WPAUMC Conference Board or Agency for permission to grant CEU credit for an event

Event Title: _____ Date(s) of Event: _____

Sponsoring Organization(s): _____

Event Coordinator/Registrar: _____ Telephone: _____

Address: _____ e-mail: _____

Brief description of event (include event objectives and format):

What, if any "areas of focus" does this event address:

List Instructor(s) and briefly denote professional qualifications/agency affiliation:

If a brochure is available, please attach a copy.

Event Location: _____ Event Fee: _____

Number of Expected Participants: _____

An evaluation is required for all events granting CEU's. How will your event meet this requirement?

Number of Contact Hours: _____

Application submitted by (if different from registrar): _____

Address: _____

Phone: _____ e-mail _____

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Approved by Continuing Education Chair: _____

Number of C.E.U.(s) to be awarded per participant: _____

Send completed application to: Rev. Chenda Lee
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(800)886-3382