

## **Continuing Education Guidelines for Clergy 2024**

### *The Episcopal Diocese of Texas*

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

#### **Reporting Requirement**

The reporting year runs from September 1 to August 31. Starting in 2024, Continuing Education Units (CEUs) may be reported online through the USHER portal as they are earned throughout the reporting year. All CEUs must be entered no later than September 30 following the completing of the year in which they are earned. Supporting documentation to verify attendance is not required.

#### **Number of CEUs Required**

The number of CEUs required each year by a member of the clergy varies according to the categories described below. (See below for the minimum requirements for each of the three Educational Competencies.) Excess CEU hours earned in reporting year do not roll over for credit into the next annual cycle.

<b>Full Time Stipendiary Clergy</b>	<b>24 CEUs</b>
Includes clergy serving both congregations and other institutions, such as hospitals and schools.	
<b>All Other Clergy Exercising Ordained Ministry within the Diocese</b>	<b>12 CEUs</b>
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.	
<b>Canonically Resident Clergy Not Living or Serving in the Diocese</b>	<b>Exempt</b>
<b>Fully Retired, Non-Active Clergy</b>	<b>Encouraged but not required</b>

#### **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 and fellowship, 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  
Doctorate in Ministry 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.