

## Continuing Education Guidelines for Clergy

Updated December 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

Submit your CEUs online by using the form provided on USHER under your individual account. The number of CEUs that you are required to complete annually is posted on your CEU account page. If that number does not reflect your status as described below, please notify the Canon for Wellness and Care. Also notify the Canon for Wellness and Care if you have difficulty accessing your USHER account or using the automated reporting form.

The annual cycle runs from September 1 through August 31. CEUs may be entered as they are earned throughout the year but should be submitted no later than September 30 of the year in which the cycle ended. You may review and edit your entries as needed throughout the year. A running tally of the number of CEUs that you have entered is displayed on your CEU account page.

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. No supporting documentation to verify attendance is 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**

### 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 and podcasts), classroom learning, conferences, small group collaborative work, facilitated clericus groups, and the educational component of religious pilgrimages. Personal spiritual retreats, work with a counselor, spiritual direction, and qualifying Independent Study may also earn CEUs.

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

## Educational Competencies

The three competency areas include: **Theological/Academic; Professional; Personal**. At least **3 CEUs in each competency area** must be earned 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 Listed by Competency Area

### Theological / Academic

All seminary offerings  
Biblical studies  
D.Min. programs through accredited institutions  
Seminars with theologians  
Learning opportunities in:  
    Spanish, Greek, Hebrew, etc.  
    Ethics  
    Church history  
    Arts and theology, etc.  
    Overview of contemporary works  
    Science and religion issues

### Professional

Title IV Training  
Safeguarding Training  
Antiracism Training  
Learning opportunities in:  
    Congregational development  
    Racial reconciliation  
    Staff management, team building  
    Stewardship, fund raising  
    Creating a missional community  
    Conflict management  
    Community outreach

### Personal

Leadership skills or development  
Clergy wellness programs (like CREDO)  
Counseling to deal with personal issues  
Spiritual retreats  
Spiritual direction  
Learning opportunities in:  
    Body, and health awareness  
    Self-awareness of strengths, challenges, gifts, etc.  
    Maintaining balance in work and life  
    Personal financial management

### Independent Study

For a self-directed course of study to count as CEUs, it must incorporate numerous books/articles around a particular topic or involve work done with experts or consultants in one of the Competency Areas.