



The Episcopal Diocese of Hawai'i

Continuing Education Policies and Procedures



Updated: January 21, 2020

The Episcopal Diocese of Hawai'i Continuing Education Program for Clergy, both active and retired, and Lay Professionals

This Fund was created by a grant from the Venture in Mission project in 1981. Because of the context of funding from Venture in Mission it has been the Chancellor's opinion that the principal cannot be spent. The Diocesan Council authorized the creation of the Commission on Continuing Education (the "Commission") upon the advice of the Commission on Ministry to administer and oversee the diocesan continuing education program. The Commission is appointed and directed by the Bishop to track compliance with the Canons requiring continuing education and to award grants from the continuing education fund.

All active clergy are required to engage in continuing education, in accordance with Canon 7.5 for deacons and Canon 9.1 for priests.ⁱ Adherence to these national Canons is mandatory. The recent revision of Canon 12.2 requires continuing education for bishops, but the House of Bishops is charged with that responsibility.ⁱⁱ Although there is no national canonical requirement for lay professionals.ⁱⁱⁱ to seek continuing education, this is a requirement in the Diocese of Hawai'i because it is important for lay professionals to continue to update their learning.

The mission of the Commission is to encourage and support both active and retired clergy and lay professionals in pursuing and engaging in continued religious, professional, and personal growth.

Annual Requirements:

All clergy and lay professionals are expected to:

- complete 24 contact hours.^{iv} of continuing education annually.
- report their continuing education activities to the Commission on an annual basis, no later than February 15 of the following year.

Each clergyperson or lay professional is encouraged to develop a plan for continuing education for the year to come (or longer, in some cases). Ideally, the continuing education plan would grow out of the congregation's (or school or other applicable institution) strategic plan so that the continuing education being undertaken furthers and strengthens the ministry of the body as a whole.

Clergy and congregations are also encouraged to undertake periodic (annual or biennial) Mutual Ministry Reflections (MMRs). The insights and planning that grow out of these reflections might suggest a direction for a clergyperson's or a lay professional's continuing education.

Clergy and lay professionals are strongly encouraged to discuss their continuing education plans with their vestry or bishop's committee. They might also consult with the Bishop or the Canon to the Ordinary or some appropriate mentor.

The precise plan for continuing education could take any of several forms:

- 1) Undertake a long-term and intensive program of study. For example, a clergyperson could enroll in a DMin (Doctor of Ministry) or an STM (Master of Sacred Theology) program, both post-MDiv degrees. These provide an in-depth study of a particular area, such as congregational development or preaching.
- 2) Develop a plan for continuing education that directly grows out of and responds to a congregation's strategic plan. For example, if a congregation wants to develop an alternative worship service, a priest or minister of music might develop a plan that includes

attending workshops on and studying emerging worship and church music.

3) Spread the required 24 contact hours evenly over the following three general content areas. This method is intended to provide a well-rounded and generalist approach to continuing education. Certain continuing education activities may span more than one content area. Reporting clergy and lay professionals are given discretion to assign such activities to the categories they deem appropriate.

A. Theory and Practice of Ministry

(Holy Scripture, theology, liturgics, etc.)

B. Professional Skills and Development

(Community, communication and leadership skills, etc.)

C. Personal Growth

(Interpersonal skills, stress management, meditation, etc.)

4) Independent Study: An individually created independent study course, including research and professional reading.

All independent study programs must result in one of the following:

- Publishable essay
- Seminar
- Presentation to congregation/Diocese
- Workshop

Acquiring Continuing Education Credit

The requisite number of Contact Hours may be acquired through:

- **Workshops, seminars, mini-courses, online courses, and other short-term learning events**
- **Academic courses**
- **Independent study:** A written description of any individually created independent study course will have to be approved by the Commission. Professional reading can also be counted as independent study if a brief (one paragraph) synopsis of the material, as well as an explanation and evaluation of the applicant's goals, is submitted to the Commission.

Grant Applications

The Commission on Continuing Education manages a fund that provides financial support for continuing education for clergy, both active and retired but active within the Diocese, and lay professionals. A grant application should be submitted to the Commission at least one month prior to each event for which funding is requested.

Applications should be sent by mail with all supporting documents.

Application forms are available on the diocesan Web site under Resources > For Clergy > Continuing Education

The fund for continuing education is limited. The Commission reviews fund resources annually. Depending upon usage, the maximum award is adjusted periodically by the Commission.

Presently, an aggregate maximum grant of \$1,500 a year per applicant is available to help defray the cost of continuing education expenses.

1. The guideline used by the Commission in awarding grants is that the Diocese may fund 1/2 of the total event cost (not exceeding the annual maximum) unless there are special circumstances. In this case, written explanation of these special circumstances should be submitted to the Commission with the application.

2. The applicant should expect to pay 1/4 of the cost, the congregation/institution 1/4, and the Diocese (through the continuing education grant) 1/2. Exceptions to this guideline should be requested in writing.

3. If funds are available after meeting the initial needs of clergy and lay professionals, additional funds may be granted for those applicants whose events require more assistance than the maximum grant provides. Applications that fall into the category of needing more than the maximum grant will be reviewed and considered for additional funding in November of the event year.

Required Follow up and Evaluation

1. A written assessment of the event based upon the objectives of the grant must be submitted one month after the conclusion of the study in order for the recipient to qualify for a future grant. The form for this is available on the diocesan Web site under Resources> For Clergy > Continuing Education

2. Clergy and lay professionals who complete their continuing education requirements for the year will be awarded \$100 to purchase books [or other study materials].

3. All clergy are requested to complete a Continuing Education Report annually, whether or not you receive funds from the Continuing Education Commission. (See Annual Requirements on page 1.)

ENDNOTES:

i Canon 7.5: The Bishop and Commission shall require and provide for their continuing education of Deacons and keep a record of such education.

Canon 9.1: The Bishop and Commission shall require and provide for the continuing education of Priests and keep a record of such education.

The Diocese has also determined that meeting the continuing education requirement is mandatory for part-time clergy and voluntary for retired clergy.

ii Canon 12.2: The House of Bishops shall require and provide for the continuing education of Bishops and shall keep a record of such education.

iii Definition of lay professionals: Persons hired for their specific expertise in a ministry/program of the church. NOT included for the purpose of the continuing education requirements are church day/boarding school teachers and administrators. Examples of persons who would be considered lay professionals required to meet the continuing education requirements are as follows: compensated directors of Christian education, youth ministers, choir directors or music ministers. Exempt employees, contract employees, and hourly employees are not subject to continuing education requirements.

iv The Commission measures continuing education in contact hours, rather than in Continuing Education Units (CEUs). A "CONTACT HOUR" is an hour actually spent in a workshop, classroom or other venue in which the material is presented. Time spent developing and preparing a continuing education or Christian formation program, seminar, etc., that the clergy or lay professional will lead may also be counted toward the total contact hours.