

**Louisiana Conference
Board of Ordained Ministry
Policy Number 107
Continuing Education Requirements for Clergy and Lay Professionals**

2012 Book of Discipline of the United Methodist Church ¶351.1 “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 of Jesus Christ. This shall include carefully developed personal programs of study augmented periodically by involvement in organized educational and spiritual growth activities.” ¶ 351.5 “Clergy shall be asked by the district superintendent in the charge conference to report on their programs of continuing education, formation, and spiritual growth for the past year and plans for the year to come. The district superintendent shall also ask the local church to describe its provision for time and financial support of continuing education for ministry, professional development, formation and spiritual growth for the pastors, diaconal ministers, and deacons serving their primary appointment in that local church.”

The Louisiana Conference Board of Ordained Ministry is committed to providing lifelong learning opportunities for clergy and lay professionals that help develop effective spiritual leaders.

The Louisiana Conference Board of Ordained Ministry requires all probationary elder candidates and full connection elders to participate in at least 2 CEU's each conference year with 12 CEU's required per quadrennium. Deacons, diaconal ministers, and certified lay professionals are required to participate in at least 1 CEU each conference year with 8 CEU's required per quadrennium. After completion of the course of study, full-time local pastors and associate members are required to participate in 2 CEU's each conference year with 12 CEU's required per quadrennium, while part-time local pastors are required to participate in 1.5 CEU's each conference year. Continuing Education Units are totaled by this formula: 10 Contact hours = 1 CEU (5 contact hours = ½ or .5 CEU).

CRITERIA FOR CEU: Credit for supervised or leader directed learning within the Louisiana Conference is to include:

1. Specified learning objectives for the participants
2. Methodology to be used:
 - a. Christian conferencing within and among the participants
 - b. Plenary addresses
 - c. Workshop options
 - d. Worshipful work and devotional time
 - e. Facilitated reflections

Event leaders are to be named along with date and location of the CEU event. An evaluation (scale) or essay questions are to be given for participant feedback.

Seminar/Conference/Workshop Participation: includes programs sponsored by an agency of the General Church, Jurisdiction, Conference, District or other accredited ecumenical or community service organizations. Such programs typically list the total CEU credits available in their registration materials.

SELF-DIRECTED CEU OPPORTUNITIES:

Effective adult learning can also take place when participants share knowledge; therefore, up to one (1) CEU per year may be earned by the following activities:

- 1 CEU per year can be awarded in a small group setting, or
- 1 CEU per year can be awarded for personal study, including book reading, or
- 1 CEU per year can be awarded for video or audio selections or for internet learning

Participation in a colleague study group developing ministry effectiveness (biblical/theological reflection, Lectionary, etc.) Describe the group, type of group, how often you attended, and total hours participated, and submit a written report on the *Louisiana Conference Board of Ordained Ministry CEU Small Group Report Form*.

Spent at least 20 hours of professional reading in the core curriculum areas (Theology, Wesleyan Doctrine and Polity, Pastoral Care, Worship, Sacraments, Church organization/Administration, Evangelism/Outreach, Leadership, Communication/Technology (including computer literacy), Preaching, Personal Spiritual Formation, Biblical Studies, Financial Stewardship, and self-awareness). List Book Title, Author, Publisher, Copyright date, and submit a written report on the *Louisiana Conference Board of Ordained Ministry CEU Book Report Form*. Daily Bible reading, devotional materials, normal reading for sermon preparation and leisure reading is encouraged, but is NOT considered continuing education.

Spent at least 10 hours of audio or videotape or participated in on-line distance learning related to the knowledge and competency areas of scripture, theology, church history, church polity, pastoral care or other skill areas essential to the practice of ministry. This may take place individually or in a group setting. Name of tape/session, author, publisher, copyright date, and submit a written report on the *Louisiana Conference Board of Ordained Ministry CEU Audio/Video/Internet Report Form*.

Travel Study Trip under qualified leadership with lecture and discussion. ALL TRAVEL TRIPS MUST BE APPROVED BY THE CEU COMMITTEE PRIOR TO TRAVEL SO CEU'S CAN BE ESTABLISHED. List trip name, destination, sponsor, dates, course syllabus, purpose of trip, books read, itinerary, lecturer and credentials, study objectives, and website address. Repeat trips to the same place will not qualify.

Academic Class Work: One (1) Semester Hour Credit of academic class work – 1.33 CEU's.

Those exempt from continuing education requirements are:

1. Clergy on Leave of Absence
2. Clergy on Incapacity Leave

The Instrument of Accountability is the District Superintendent. Reports are to be submitted to the District Superintendent or the Coordinator of the Conference Board of Ordained Ministry. The report form is available on the Conference website – www.la-umc.org.

**Policy adopted by the Conference Board of Ordained Ministry on January 27, 2009
Updated to be consistent with the 2012 Book of Discipline on March 1, 2013**