

**The West Ohio Conference**  
**CRITERIA FOR CONTINUING EDUCATION UNITS (CEUs)**

- a. The program is to be planned in response to clearly identified continuing education needs, concerns, or interest, recognizing both the present context of ministry and a personal/professional career in ordained ministry.
- b. CEU credit must conform to these procedures and guidelines established by the Continuing Education Committee of the Board of Ordained Ministry of the West Ohio Conference. The procedures and guidelines will be implemented by the clergy in consultation with the Staff/ Pastor-Parish Relations Committee (SPPRC) and/or the District Superintendent (or comparable body).
- c. Learning objectives and evaluation are to be reported to the fall charge/church conference.
- d. The minimum requirement for CEUs is four for full-time appointments. Less than full-time requirement is proportional.
- e. One CEU is equal to ten contact hours of participation in an organized continuing education experience with responsible sponsorship, capable direction, and qualified instruction. "Participation in" is defined as "preparation for, attendance at, and active involvement in" a continuing education learning activity.
- f. An individual study for CEU credit may be earned by engaging in the program of study (i.e. reading, teaching a course, leading a workshop, presenting a paper, writing an article, etc.):
  - (1) The learning objective(s);
  - (2) A method of evaluating and certifying the learning.
- g. Academic credits will be translated into CEUs:
  - (1) one quarter hour equals 1 CEU;
  - (2) one semester hour equals 1 ¼ CEU.
- h. Continuing Education Units conferred by colleges, universities, seminaries, and certifying professional associations may be accepted as CEUs.
- i. A self-directed study may be done according to the following guidelines.
  - (1) Describe personal/professional learning goals for the self-directed study.
  - (2) Identify the books, tapes, material, persons or other sources of information that were used to accomplish the self-directed study.
  - (3) Define the ways of evaluation and measurement for the learning.

Upon completion of the self-directed study, the final evaluation and CEU value is determined by the pastor and included on the PPRC Continuing Education Report to the Charge Conference with any other continuing education credits. *ALL CEU VALUES ARE DETERMINED BY THE PASTOR USING THE CRITERIA ABOVE AND REPORTED IN THAT WAY.*

**Elders, Associate Members, Probationary Elders, and Local Pastors  
PASTOR/PASTOR-PARISH RELATIONS COMMITTEE**

Charge Conference Report Concerning Continuing Education for the Pastor  
West Ohio Conference - The United Methodist Church

\_\_\_\_\_ Pastor \_\_\_\_\_ District

\_\_\_\_\_ Church \_\_\_\_\_ Charge

For the period beginning \_\_\_\_\_, \_\_\_\_ and ending \_\_\_\_\_, \_\_\_\_.

The PPRC "is to consult on matters concerning...Continuing Education and arrange for the necessary time and financial assistance for the pastor and/or staff at such Continuing Education events." (Paragraph 258.8)

The District Superintendent is "to require annually of each clergy person a report of his/her program of continuing education and to encourage congregations to give time and financial support for such programs." (Paragraph 421.5)

**In what continuing education has the pastor been engaged since your last report?** (Use additional sheets as needed).

The Event

Description

**Did the congregation give support to any of the above?** \_\_\_\_\_yes, \_\_\_\_\_no  
**If yes, what kind of support (money, time, etc.) and for which events?**

**Describe the accomplishment of the pastor's learning goals as projected in last year's Pastor/Pastor-Parish Relations Committee Report to the Charge Conference. (Use additional sheets as needed).**

**Evaluate the specific event(s) or method in which you participated in continuing education.**

**The Annual Conference has set 4 Continuing Education Units as the requirement for each pastor each year. Ten hours of Continuing Education equal 1 CEU. Indicate the number of CEUs attained in the period named above \_\_\_\_\_** (Participation with the Residency program fulfills the CEU requirement for provisional members. Course of study may fulfill the CEU requirement for local pastors.

The Annual Conference (2005) approved a recommendation for persons serving in leadership to attend yearly diversity/multi-cultural training. How have you addressed this?

Have you and the S/PRC been in consultation concerning Continuing Education plans for the next twelve months?

What are the pastor's growth goals for this designated period?

What are the methods of implementing these growth goals? (Note examples below\*)

What amount has been included in the local church budget to support the pastor's Continuing Education for this year (Ministerial Education Funds through the Office of Ministry are also available for Continuing Education)?

The members of the PPRC are:

Signed \_\_\_\_\_  
Chair

Print \_\_\_\_\_  
Chair

Signed \_\_\_\_\_  
Clergy

Print \_\_\_\_\_  
Clergy

**\*EXAMPLES OF IMPLEMENTATION**

- a. Personal study with clearly defined learning goals (books, tapes, video, correspondence studies, etc.)
- b. Seminars, Workshops, Lab Experiences
- c. Cluster
- d. Program or class offered by a college or seminary
- e. Travel/Study Seminar
- f. Spiritual Formation Retreat
- g. Clinical Pastoral Education (CPE)
- h. Personal/Family Therapy
- i. Course of Study for Local Pastors
- j. Mission Trip

**One** copy to be retained by the Pastor, **one** by the secretary of the Charge Conference and **two** copies given to the District Superintendent. Following the Charge/Church Conference, the District Superintendent will file one copy with the West Ohio Office of Ministry.

(chrgconf)