

**CONTINUING EDUCATION GUIDELINES**  
**EAST OHIO CONFERENCE**

These guidelines were developed by the Committee on Continuing Education of the Board of Ordained Ministry

**CONTINUING EDUCATION UNITS**

The Board of Ordained Ministry requires that three CEUs shall be reported each year to satisfy 2008 Book of Discipline, paragraphs 334.1d and 351.5. (Ten contact hours equal one CEU.)

The Committee on Continuing Education has adopted the Continuing Education Unit (CEU) to measure a continuing education experience. The CEU is broadly accepted by industry, education and the church. Contact hours are generally given for:

1. A supervised, leader-led activity with these qualifications:
  - a. The activity (lectures, discussions, seminary class, laboratory class, project etc.) must be under qualified leadership (one may receive credit as a leader or participant).
  - b. Post-session follow-up application within one's own ministry context is required. This may take the form of a sermon or other ministry activity, testing, evaluating or summarizing within a group or ministry context.
  
2. A self-directed activity that has the following components:
  - a. A clearly defined plan.
  - b. An accountability person or group to whom the minister-learner relates while implementing the learning activities. For example, one may wish to learn more about public school policies, the current youth culture, or the religious beliefs of youth in town. The minister-learner might begin by asking, "Who other than me needs to learn what I have decided to learn?" Once defined, those persons can serve as a report group and help set objectives, periodically respond to the learning enterprise to determine when the objectives are reached, and provide a 6-month post evaluation to determine the effect the learning has had on performance.
  - c. The minister-learner needs to demonstrate a knowledge of resources in the field of study, (i.e. an annotated bibliography.)

**EVENTS APPROVED FOR EOC CONTINUING EDUCATION UNITS**

1. EOC Annual Clergy Retreat (2.0 CEUs)
2. Ohio Pastors' Convocation (1.5 CEUs)
3. College of Wooster Fall or Spring Academy of Religion (1 CEU)
4. Each conference-wide continuing education event (1 CEU)
5. Continuing education opportunities offered through Senate approved seminaries that designate CEU value.
6. Approved programs through the Office of Pastoral Care.
7. Conference sponsored education travel events (2 CEUs)

## **APPROVAL FOR CONTINUING EDUCATION UNITS**

1. Sponsoring Organizations:

Prior to the event, the sponsor for a continuing education event should submit a request for approval to award Board of Ordained Ministry CEUs. The request should be submitted using the form Request to Award Board of Ordained Ministry Continuing Education Units. Upon approval CEU cards may then be distributed at the close of the event as proof of participation.

2. Post-Approval:

For the purpose of documenting CEUs, if the sponsor for a continuing education event has not been approved for CEU's, the participant may submit a Request for Post-Approval Continuing Education Credit with supporting materials.

3. Self Directed Continuing Education:

For a self-directed continuing education activity the minister-learner submits the proposed plan describing all the components listed on page one.

4. Submission of Requests:

The above requests should be submitted to:

Rev. Janice L. Coffman  
Coshocton Grace UMC  
1626 Marion Drive  
Coshocton, OH 443812  
740 622 1302  
E-mail: [rev.jan2@gmail.com](mailto:rev.jan2@gmail.com)

5. CEU verification

CEU verification should be retained by the minister-learner and included in the annual continuing education report to the Charge Conference.

## **MAKING CONTINUING EDUCATION AVAILABLE**

Insured availability of continuing education opportunities for those in the ministry is an important consideration. Such availability is made possible in several ways:

1. Local churches are encouraged to provide funds and time.  
(East Ohio Conference recommends at least two (2) weeks annually).
2. Major and Minor grants are available from the Board of Ordained Ministry for financial assistance for continuing education events and for academic programs culminating in a degree or certification.
3. It is expected that individuals will personally invest in their own continuing education.