

**CONTINUING EDUCATION GUIDELINES**  
**for LAY PROFESSIONALS\* and COMMISSIONED TEAM MEMBERS**  
**or LICENSED MINISTERS and LAY VOLUNTEERS**

In response to the revised Canons of the Episcopal Church, General Convention, 2003, Title III, Canon 1.1, (Ministry of All Baptized Persons) and Canon 4.1, (Licensed Ministers), the Continuing Education Subcommittee of the Commission on Ministry was formed to prepare continuing education guidelines specific to the Diocese of Michigan.

\*For the purpose of these guidelines, the following definitions are applied:

**Lay professional**-any non-ordained person who receives a paycheck from or contracts with an Episcopal congregation, school or organization.

**Commissioned team member**-a non-ordained member of a Ministry Support Team who is commissioned by the bishop to a specific ministry as a member of the parish team.

**Licensed Minister**-a non-ordained person who holds a diocesan license for a specific ministry, including Preacher, Worship Leader, Eucharistic Minister, Eucharistic Visitor.

**Lay Volunteer**-a non-ordained person who provides a ministry for her/his parish, such as Sunday School teachers, youth leaders, Bible Study leaders, vestry and treasurer.

**The committee recommends that the Diocese require 6 units of continuing education annually for all lay professionals and commissioned ministers.**

**The committee recommends that the Diocese require 4 units of continuing education annually for all licensed ministers and lay volunteers.**

Note: One unit of continuing education consists of 3 contact hours. Fractions are rounded to the nearest whole number. (Examples: a full day workshop, which includes morning and afternoon sessions, would equal 2 CEUs. Three 1-hr meetings of spiritual direction with a qualified director would equal 1 CEU. A Bible study class offered in the parish, which amounts to 8 sessions of 1 ½ hours each would equal 4 CEUs.)

**Areas of study:**

These units may be in areas of academic and ministry interest. The committee suggests persons consider continuing education in scripture study, church history, church music, church art, the Book of Common Prayer, prayer, pastoral care, lay leadership or evangelism. It would be appropriate for persons to participate in topics specific to their ministries such as: vestry/Bishop's committee, warden, treasurer, music leader, licensed preacher, licensed Worship Leader, Eucharistic Minister, Eucharistic Visitor, children's or youth ministry directors.

Diversity Training and Safeguarding God's Children/People training is required of all church leaders and will be included in the total CEUs for that year.

CEUs may be earned through parish classes, deanery educational offerings, the annual Diocesan Ministry Fair, the Whitaker Institute, specific licensed ministry training, Diocesan-sponsored conferences, workshops, and seminars, EfM and other classes offered by qualified leaders.

**Accountability:**

Lay professionals, licensed ministers, and lay volunteers with responsibilities in a parish are expected to keep a record of their own continuing education. The committee recommends a long range plan of balanced continuing education. That is, courses/workshops should include topics that contribute to improved related skills and personal development, half being for professional development and half for personal renewal and development. They should submit an annual report(see Continuing Education Annual Report Form) of their continuing education to their supervising clergy person, rector or vicar, who will be responsible for keeping their reports in a person's individual file. Diocesan staff and commissioned Ministry Support Team members should send their reports to Whitaker Institute.

**How might Continuing Education programs be funded?**

The committee recommends that the parish or mission subsidize part or all of the person's continuing education costs wherever financially possible.