

## ANNUAL REPORT OF CLERGY'S CONTINUING EDUCATION 2017

Name: \_\_\_\_\_

Charge: \_\_\_\_\_

District: \_\_\_\_\_

Total amount budgeted by the Charge for Continuing Education in 2017 \$ \_\_\_\_\_

in 2018 \$ \_\_\_\_\_

\_\_\_\_\_ Check if you were a provisional candidate during the 2016-2017 appointment year.

\_\_\_\_\_ Check if you are in the Course of Study. For those not in the provisional process or Course of Study, please follow the directions below.

### **SUMMARY OF YOUR CONTINUING EDUCATION ACTIVITY:**

Whatever continuing education events/activities you have reported to Wesley Leadership Institute that have been approved for credit will be summarized for the **2016-20 quadrennium** in your personal file accessed only by you and by your District Superintendent on the Holston Conference website. *The summary needs to be attached to this form for your charge conference.*

### **INSTRUCTIONS for printing your CEU information:**

**GO TO THE WEBSITE, [holston.org](http://holston.org).** Click on Log In/Sign Up (upper right corner) and enter your user name and password. If you have forgotten your User ID or password, click "forgot...?", enter your primary email address, and it will be emailed to you. Then click "Login".

Scroll down to your CEU reports, current and quadrennium. Click on the one for the **current report** to open and print it. Attach it to the Annual Report of Clergy Continuing Education. If you do not have access to a computer, call Sue Weber (865-293-4135) and the report will be sent or faxed to you.



## CONTINUING EDUCATION GUIDELINES 2016 DISCIPLINE

*Wesley Institute desires to provide resources and to support Pastors  
toward their growth and effectiveness in ministry*

### *Book of Discipline, 2016: ¶ 350. Continuing Education and Spiritual Growth*

*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 for Jesus Christ. This shall include carefully developed personal programs of study augmented periodically by involvement in organized educational and spiritual growth activities.*

### **CLERGY RESPONSIBILITY**

In Holston Conference, our requirement is that all Conference members and all clergy serving under appointment must participate. Only the following are exempt: Persons in Course of Study, Advanced Course of Study, College and Seminary Students, provisionals in a mentoring program, persons enrolled in Clinical Pastoral Education, and persons in a Doctor of Ministry program.

### **STAFF/PASTOR-PARISH COMMITTEE RESPONSIBILITY**

¶ 349. Evaluation. The pastors in local churches shall participate annually in an evaluation with the committee on pastor-parish relations for use in an ongoing effective ministry and for identifying continuing education needs and plans (¶ 259.2g[5]), using criteria, processes, and training developed by the board of ordained ministry and the cabinet.

### **DISTRICT SUPERINTENDENT SUPERVISORY RESPONSIBILITY**

¶ 349. Evaluation. The district superintendent, in consultation with the pastor-parish relations committee, will evaluate annually the pastors' effectiveness for ministry (¶¶ 334.2c, 419.7, 635.2o, q), using criteria, processes, and training developed by the cabinet and the board of ordained ministry.

¶ 350. 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.

### **OTHER GUIDELINES:**

Print report from Website (If you do not have access to a computer, call Sue Weber (865-293-4135) and the report will be sent or faxed to you.):

1. File 3 copies at Charge Conference: District Superintendent, Pastor, Charge Conference Secretary
2. Reporting format: include name of conference, date(s), location (The computer rejects the information if it is not complete). For **books/videos**, include **name, author, publisher**.
3. Total Conference Units earned for Continuing Education is a minimum of 3 each year (12/quadrennium).
  - 10 contact hours in class = 1 CEU
  - 20 hours of reading/reflection for personal study = 1 CEU (include documentation).
  - 10 hours of listening/viewing audio or video recordings = 1 CEU (include names, authors, publisher).
  - A maximum of 1 CEU can be earned per year through personal study (20 hours) and/or listening and viewing video/audio (10 hours).
4. Contact the Wesley Leadership Institute, P.O. Box 850, Alcoa, TN 37701, or the website ([www.wesleyleadershipinstitute.com](http://www.wesleyleadershipinstitute.com)) for complete guidelines or an updated list of opportunities or to report your involvement in an event, and to give feedback regarding excellent CE opportunities that have been helpful to your growth in ministry.