



North Carolina Synod ELCA

Continuing Education Requirements—Adopted September 2021

In the North Carolina Synod, our rostered ministers are lifetime learners, always growing in areas that increase leadership capacity. It is our expectation that rostered ministers in active calls complete continuing education hours each year.

As partners in this journey, synod staff coordinates offerings and curates resources to help meet this requirement. Rostered ministers are encouraged to explore the synod website for resources and information about continuing education options, including links referenced below for reporting and funding: nclutheran.org/resources/continuing-education-for-leaders.

Additional continuing education options are shared in *Leader e-News* twice a month. Sign up for *Leader e-News* here: nclutheran.org/#homepage-signup.

Possible synod-sponsored experiences include:

- * Pre-assembly event—5- 6 hours
- * Fall Convo—varies by year
- * Synod Gathering—varies by # of workshops attended
- * Boundary training—4 hours (required every three years)
- * Boundary and Inclusion Education - 5 hours (required every three years)
- * Practical Resources for Churches webinars—1.5 hours
- * Safe Gathering training—1.5 hours
- * Book studies—5 hours
- * First call cohort—20 hours

Records & Reporting

- It is each person's responsibility to keep track of their specific records and report them to the synod at least annually. Rostered ministers need not send copies of any certificates to the synod office but should maintain their own records. The reporting year will be January 1 - December 31. Reporting shall be done through the synod's online reporting form: tinyurl.com/4r7w4spd.

Approved Events

- There is no approved list of continuing education events. Each rostered minister is responsible for choosing growth-producing, transforming, and formative events.

What Is Not Considered Continuing Education?

- Books read for sermon preparation
- Trips without a specific educational component
- Mission trips (unless approved for continuing education)

Expectation of Total Hours

- Full-time rostered ministers: 40 hours annually
- Part-time rostered ministers: the number of hours should match the call. For example, a half-time rostered minister (20 hours) will complete half of the full-time requirements: 20 hours annually.

Carryover Credit

- Up to ½ of the required hours in excess of the minimum may be carried over into the following year.
- Excess hours should be reported as “*Prior Year Carryover Hours.*” For example, excess hours from 2020 would be reported on the 2021 report as “2020 Carryover Hours.”

Calculating Continuing Education—Please Consider

- Record 1 hour per 50 minutes of instruction. (keynote address, small group discussion following a keynote address, etc).
- No more than ½ of the required hours can be attributed to one event. For example, a full-time rostered minister should not report more than 20 hours for one event.
- Enrollment in DMin & PhD work = 40 hours & should be reported each year.

Funding

- Each ministry setting should designate funds available to appointed rostered ministers for continuing education. The synod also offers Lifelong Learning Grants each year for rostered ministers under call as long as funds are available. Grant requests are reviewed quarterly. Submit requests here: tinyurl.com/xsvzc285.

Continuing education reports may be shared with call committees, synod council, bishop’s staff, and other groups as deemed necessary. Questions? Email Tammy at tjwest@nclutheran.org