



North Carolina Synod ELCA

Proposed Continuing Education Requirements

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. We are partners in this journey and have curated resources to assist in this endeavor. Rostered ministers are encouraged to explore some of the offerings that will help meet this requirement. Information about continuing education options can be found on our website:

<https://www.nclutheran.org/resources/continuing-education-for-leaders/>

Additional continuing education options are shared in *Leader e-News* twice a month.

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
- * 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 of 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.

Reporting shall be done through the synod's online reporting form. The reporting year will be January 1 - December 31. Submit reports here: bit.ly/CE-Report-Form.

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 ^[L]_[SEP]
- Trips without a specific educational component ^[L]_[SEP]
- Mission trips (unless approved for continuing education)

Expectation of Total Hours

- Full-time rostered ministers: 40 hours annually. ^[L]_[SEP]
- 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 the following year as “Prior Year” Carryover Hours. For example, excess hours from 2023 would be reported on the 2024 report as “2023 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 and PhD work = 40 hours and should be reported each year.

Funding

Each ministry setting should designate funds available to appointed rostered ministers for continuing education. Continuing Education Grants from the synod are available for rostered ministers under call each year as long as funds are available. Grant requests are reviewed quarterly. Submit requests here: bit.ly/CE-Grant-Form.

Continuing education reports may be shared with call committees, synod council, bishop’s staff, and other groups as deemed necessary.