

## **Presbytery of Northern Kansas Continuing Education Policy**

### Note on Terminology:

Certain terms have been used in this document to note a more inclusive group so as to simplify the document and to render it more readable. Terms have been chosen with the understanding that while the document is relevant to many situations the most common will be the church served by a solo pastor.

- **Pastor** should be understood to include ministers of the word and sacrament, commissioned lay pastors, and certified Christian educators.
- **Church** should be understood to also include other ministry settings.
- **Session** should be understood to indicate the appropriate governing board for a ministry setting, responsible for overseeing the work of said professional.

### I. CONTINUING EDUCATION

- A. The paramount purpose of continuing education should be the enhancement of personal and professional skills with relevance to the ministry to which the pastor is called. However, continuing education for acquiring and developing of skills for future calls and assignments should be considered. The Church has an obvious interest in developing a cadre of competent pastors.
  1. Ordinarily, the program for continuing education should be pursued away from the pastor's normal place of service. Continuing education opportunities sponsored by universities, seminaries, hospitals, clinics and retreat centers as well as conferences, seminars, workshops and mission study programs offered by the church (broadly defined) would normally fulfill the spirit of this policy.
  2. The content and purpose of the educational components of any continuing educational plan should be consistent with the Reformed tradition as represented in the Presbyterian Church (U.S.A.). Again, this should not exclude courses and experiences that contribute to the breadth and enrichment of the pastor's ministry.
  3. The following do not normally constitute valid continuing education programs for which absence from the ministry setting would be approved: unsupervised private study; extended vacations; leaves of absence or leading guided tours for remuneration.
- B. The Committee on Ministry of PNK will use this policy in considering applications for PNK Continuing Education scholarships.
- C. Procedures for Continuing Education
  1. Provision for continuing education in the terms of call or other contracts shall include:
    - a. A minimum of 14 days (to include 2 Sundays) per year, cumulative to 6 weeks
    - b. Minimum financial support of \$1,000 per year for full-time contracts (to be reviewed annually by the Committee on Ministry) for continuing education cumulative up to three years of allowances. Part time contracts will be prorated as a percentage of full time.

Note: Continuing education time not used at point of dissolution of a call will not be compensated. Continuing education expenses may not be paid except as actually used for an approved event or process, that is, these are vouchered expenses and may not be converted to salary.

It is recommended that Continuing Education be separated from Professional Expenses in the *Terms of Call* as Continuing Education funds may be accrued for up to 3 years.

2. Pastors and sessions are encouraged to observe these guidelines in planning for continuing education time. A written continuing education proposal will be submitted to the session at least two weeks prior to the event, as well as a report following the event. (See forms on pages 4 and 5.)
3. Pastors Involved in Presbytery Sponsored Work Projects and Camps
  - a. The participation of pastors in international and national work/mission projects/trips shall normally be considered church service not requiring use of continuing education leave or vacation time. Continuing Education Funds may be used when deemed appropriate.
  - b. When clergy, commissioned lay pastors, youth directors, and church educators serve as a directors/leaders for summer camps or as adult advisors/leaders for national or regional meetings, this shall usually be considered a normal part of employment not requiring use of continuing education leave or vacation time.

## GUIDELINES FOR SCHOLARSHIP AWARDS

The purpose of the Presbytery of Northern Kansas Scholarship Program is to encourage pastors, lay pastors, and educators within the PNK in their professional development and to have a positive impact on their work within their ministry settings and the presbytery. The guidelines listed below provide the criteria for the awarding of scholarships.

1. All of the pastors, lay pastors, and educators who are members of the Presbytery of Northern Kansas are eligible to apply for scholarship assistance for continuing education and/or sabbatical leave.
2. The event for which assistance is requested should be of benefit in three specific areas:
  - a) the individual pastor, lay pastor, or educator
  - b) the applicants ministry setting
  - c) the Presbytery of Northern Kansas
- 3) The applicants level of participation in the work and ministry of the presbytery will be an important factor in determining the amount of the scholarship awarded. Individuals who are not active in the presbytery may be asked to become more involved as a condition for being approved for a scholarship.
- 4) Special consideration will be given to pastors, lay pastors, and educators who have minimal continuing education benefits. The Committee on Ministry is aware of the needs faced by those who minister in small churches.
- 5) Applicants seeking assistance with advanced degrees, such as a Doctor of Ministry program, must reapply each year and continuing support is not guaranteed.
- 6) An individual is eligible for only one scholarship award per calendar year.
- 7) The maximum amount of any scholarship award will be \$500 for a continuing education event and \$750 for sabbatical leave.
- 8) Within 30 days of the completion of the continuing education event it is expected that the scholarship recipient will submit a form evaluating the event and addressing the value of the event for themselves, their ministry situation, and the presbytery.

12/04/07

APPLICATION FOR CONTINUING EDUCATION or SABBATICAL LEAVE SCHOLARSHIP AID

Complete the application below and return it to: Committee on Ministry, c/o Presbytery of Northern Kansas, 1823 So. Ohio, Salina, KS 67401

(All information will be held in confidence by the committee.)

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

Address: \_\_\_\_\_

Present Position: \_\_\_\_\_

Please answer the following questions using additional space as needed.

(If this application is for a scholarship for sabbatical leave, please include a copy of the Covenant Agreement for Sabbatical Leave between the Session and the Pastor and a copy of the Sabbatical Proposal, which may answer most of the following questions.)

Name, date, location of event you will be attending:

Explain what the event or program is, include a brochure (or copy) and explain what you expect to gain personally or professionally.

Describe personal goals for continued growth and how the above described experience will further your overall personal/professional development.

Name specific ways in which your participation in the above described experience will benefit the Presbytery of Northern Kansas and committees on which you serve.

What specific needs in your present position will be met by this program?

List your specific responsibilities in the Presbytery of Northern Kansas over the last 3 years.

Continued Education Cost:

Transportation \_\_\_\_\_

Tuition \_\_\_\_\_

Room and Board \_\_\_\_\_

Materials \_\_\_\_\_

Registration Fee \_\_\_\_\_

Other (specify) \_\_\_\_\_

Total Cost \_\_\_\_\_

Continuing Education income:

Amount of Con. Ed. Money you will receive for this calendar year \_\_\_\_\_

Portion of the cost the ministry setting with which you are affiliated will be contributing \_\_\_\_\_

Portion of the cost you will be Contributing \_\_\_\_\_

Portion of the cost you are requesting from the Presbytery of N. Kansas \_\_\_\_\_

Have you received scholarship aid from Presbytery in the past?

If yes, when: \_\_\_\_\_ What amounts: \_\_\_\_\_

Dates of Event: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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The session (or responsible party if not in a Presbyterian Church) of the \_\_\_\_\_ approves the pastor's use of continuing education time for the dates listed above.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(clerk of session or \_\_\_\_\_)