

MINISTERIAL CONTINUING EDUCATION APPLICATION FORM

Central California Conference

Date of Application _____ Name of Applicant _____

COURSE

Title of Course _____ Target Audience _____

Please supply a brochure or give a brief description of course contents.

To what group is the seminar targeted: Ministers, Laymen, Youth Leaders, Music Directors, etc.

Instructor _____ Instructor Qualifications _____

Place of Event _____ Date of Seminar _____

Number of Hours Instruction in this course _____

ITEM PURCHASED FOR MINISTRY

Item _____ Value _____

FOR OFFICE USE

Signature of person granting approval _____

Date granted _____ Number of CEU allowed _____

Amount of financial assistance to be allowed _____

Date entered into computer _____

CONTINUING EDUCATION POLICY

Central California Conference

The Central California Conference has adopted the recommendation of the 1984 Annual Council that an average of 20 clock hours of continuing education be taken each year by all full-time/full-salaried ministers. In an attempt to accomplish this goal, the conference is providing educational classes, seminars, and lectureships in cooperation with Andrews University, the Pacific Union Conference, and Adventist Learning Community (ALC).

Since the needs and interests of our ministers vary from year to year, the conference has recently expanded the continuing education policy to not only include those classes available through Andrews University and ALC, but also provide financial assistance for pastors to attend other educational events to fulfill the continuing education policy.

The guidelines for receiving continuing education credit and financial assistance are as follows:

1. The continuing education policy covers pastors, associate pastors, departmental directors, associate and assistant department directors. Assistant pastors and interns recently graduating from either college or the seminary will become eligible for this policy after twelve (12) months of service.
2. A continuing education application for non-conference sponsored programs **must be submitted prior to the event** to the Conference Ministerial Department, along with a copy of the event brochure describing the activity.
3. Application forms are available from the Ministerial Department.
4. A copy of the approved application will be issued by the Ministerial Department upon determination of the acceptability of the program. The criteria used to determine acceptability will be the same as that used to determine continuing education credit by Andrews University, the General Conference, and ALC.
5. Annually the Ministerial Department will provide a listing of continuing education hours taken by each eligible employee.
6. Up to \$400 per calendar year in financial assistance is available from the conference for the following items: **Tuition, Per Diem, Lodging, Travel and any items necessary for ministry.** Reimbursement for these costs will be made through the semi-monthly payroll check when receipts for these expenditures, along with a copy of the approved application, is submitted with the monthly worker's report.
7. Up to four (4) days beyond vacation time may be allowed each year for continuing education.
8. The financial assistance and time for continuing education must be used with the calendar year and **cannot be accumulated or used retroactively.**
9. EXCLUSION--Any employee who is currently pursuing a program of graduate study or who attends any of the Andrews University classes in which the conference is a financial participant is **not eligible** for assistance under this policy.