

**Committee on Ministry  
Statement on Continuing Education**

**Purpose of Continuing Education Guidelines**

The following guidelines are offered to guide pastors and Sessions on the most productive use of Continuing Education. The Committee on Ministry recognizes the value of Continuing Education, and has recommended in the minimum terms of call, which Presbytery has adopted, the following regarding Continuing Education:

- Continuing Education Allowance- \$1,000 per year, may accumulate to \$3,000.
- Continuing Education Leave- Two (2) weeks (14 days including 2 Sundays) annually, may accumulate to 6 weeks.

It is expected that the accumulation of time and allowance is not to exceed three years. Additionally, upon dissolution of the pastoral relationship, any accumulated time and allowance is forfeited.

The purpose of Continuing Education is to improve the professional competence of the pastor. Therefore, the pastor and the Session Personnel Committee are encouraged to develop a systematic plan, based upon a careful appraisal of the pastor's performance. Plans for Continuing Education should take into account the Continuing Education programs offered by our Presby-terian Seminaries, and other institutions having programs of similar high quality.

The Committee on Ministry emphasizes that the pastor and Session, working in concert, should consider several factors regarding Continuing Education. Travel, for example, and particularly mission trips can enrich ministry. When travel is involved, it is left to the judgment of pastors and Sessions to decide when travel may fulfill the purpose of Continuing Education. Additionally, individual study programs, while valuable, should be clearly defined as to objective, content and mode of development, to maximize Continuing Education.

**Continuing Education Guidelines  
Responsibilities of the Carlisle Presbytery, Committee on Ministry**

1. To provide opportunities for both pastors and elders for continuing education.
2. To act as mediator in cases where there is unresolved disagreement between the members of Session and the Pastor as to whether or not a certain educational event is proper.
3. To remain informed concerning opportunities for continuing education and promote these among the continuing members of Presbytery.

### **The Minister's Responsibility**

1. To select and obtain approval of the Session to attend educational events which will enhance his/her personal growth and professional expertise needs and those of the church served.
2. To faithfully attend the event and report to the Session regarding the experience.

### **The Session's Responsibility**

1. To consider and act upon the pastor's Continuing Education plans and requests.
2. To monitor the use and encourage the pastor to utilize all the continuing education time allotted, and to make certain that the appropriate funds are allocated for Continuing Education.
3. To provide for pulpit supply if the pastor's study leave necessitates his/her being away on a Sunday.
4. To have recorded in the Session minutes the approval of study leave, including description of the event, and dates attended.

Adopted by Committee on Ministry  
Date: 08/13/2009, rev. 12/4/2012, rev. 2013