

CONTINUING EDUCATION

PART 1: THE GENERAL SYNOD CONTINUING EDUCATION PLAN

1 Application of General Synod Canons, Regulations, Policies and Guidelines

- 1(1) A Cleric's eligibility for continuing education benefits is governed by this Regulation and by:
- a) Canon XII of the General Synod of The Anglican Church of Canada, entitled 'Continuing Education Plan', which is set out as [Schedule A](#) to this Regulation;
 - b) The General Synod 'Regulations for the Operation of the Continuing Education Plan', which are set out as [Schedule B](#) to this Regulation;
 - c) The General Synod Pension Office 'Guidelines Re Special Grants and Sabbatical Grants' which are set out as [Schedule C](#) to this Regulation;
 - d) The General Synod 'Policy Re: Benefits for Employees on Short Term Contracts,' which is set out as [Schedule D](#) to this Regulation; and
 - e) The Forms prescribed by the General Synod Pension Office and the Diocese for continuing education funding approval, which are available from the Diocesan Synod.
- 1(2) A Cleric may obtain direction and guidance from this Regulation and from the General Synod Pension Office Booklet entitled 'Exercise Your Mind: Continuing Education Plan,' which is available from the office of the Diocesan Synod.
- 1(3) In the case of a conflict between this Regulation and the documents referred to in s. 1(1), the latter will apply.

2 Administration

- 2(1) The General Synod Pension Office and the Diocesan Synod Office administer the General Synod Continuing Education Plan.
- 2(2) The Diocesan Synod Office may be contacted at the following address:

Diocesan Synod of Fredericton
115 Church Street, Fredericton NB E3B 4C8
Phone: (506) 459 1801
Web Site: anglican.nb.ca
Email Contacts: anglican.nb.ca/synod

- 2(3) The General Synod Pension Office may be contacted at the following address:

Pension Office Corporation
625 Church Street, Suite 401, Toronto ON M4Y 2G1
Phone: (416) 960-2484
Toll Free: 1 (800) 265-1070
Web Site: www.anglicanpension.ca
Email Address: ehinchcliffe at anglicanpension.ca

PART 2: ON-GOING PROFESSIONAL DEVELOPMENT

1 Diocesan Commitment to Professional Development

- 1(1) All Clerics are encouraged to avail themselves of opportunities for professional and vocational growth on a regular basis. The Diocesan Continuing Education program is designed to assist Clerics to achieve this goal.

2 Annual Leave for Continuing Education

- 2(1) Each full-time Cleric in the Diocese shall be provided two weeks of educational leave annually. Each permanent part-time Cleric shall be provided with one week of educational leave annually.
- 2(2) Each Cleric is responsible for finding programs that will accomplish the goals of clergy professional development.
- 2(3) A Cleric shall consult with his or her Parish Corporation when scheduling his or her educational leave.
- 2(4) A Cleric may accumulate educational leave for up to three years for a total of six weeks' credit. A part-time Cleric may accumulate leave for up to three years for a total of three weeks' credit. After this period, accumulation ceases until the Cleric makes use of the credit. Lost weeks of education leave due to lack of use are not recoverable.

3 Funding to Cleric for Continuing Education

- 3(1) Each full-time Cleric is entitled to \$450 per year, to be cumulative without a maximum number of years of accumulation, from the General Synod Continuing Education Plan (GSCEP), into which all active Clerics are enrolled. In the case of a permanent part-time Cleric who is not eligible to enrol in the GSCEP, his or her employing Parish Corporation shall pay directly to such Cleric an education allowance of \$300 per year.
- 3(2) The employer shall pay the annual assessments for the GSCEP as stipulated by General Synod Canon XII (Regulation section 1). This assessment is advanced by the Diocese and recovered from the Parish Corporation through an employment assessment.
- 3(3) Grants from the Continuing Education Plan may, with the Bishop's approval, be drawn in accordance with General Synod Canon XII.

4 Parish Corporation Responsibility

- 4(1) During a period of a Cleric's continuing education leave; the employing Parish Corporation is responsible for payment of regular stipend and all benefits. The Parish Corporation is also responsible for the cost of supply clergy or laypersons required in the absence of the incumbent.

5 Diocesan “Clergy Colleges” and Other Training

- 5(1) In addition to Educational Leave, the Diocese will support the continuing education of Clerics in a variety of other ways, including conferences and training events within the diocese and the “Clergy College.”

PART 3: SABBATICAL LEAVE

1 Diocesan Commitment to Sabbatical Leave

- 1(1) At greater intervals it is important for a Cleric to spend more extended periods of time renewing his or her preparedness for ministry, pursuing personal development, and/or pursuing worthy, scholarly interests relative to his or her area of ministry. To this end, the Diocese encourages Clerics to take Sabbatical Leaves in accordance with the criteria described below. However, the approval of any Sabbatical Leave is at the discretion of the Bishop and is not an entitlement of the Cleric.

2 Eligibility

- 2(1) In order to be eligible to apply for a sabbatical leave, a Cleric must meet the following requirements:
- a) Be ordained, and active in parish or diocesan ministry, for a minimum of seven (7) years;
 - b) Have at least five (5) years incumbency in his or her current ministry;
 - c) Submit an application in accordance with the criteria contained herein;
 - d) Commit to remaining in his or her current ministry for a minimum of two (2) years following the conclusion of the sabbatical leave.

4 Duration of Leave

- 4(1) A sabbatical leave shall be a period of at least one month to a maximum of three months.

5 Content of Sabbatical Leave

- 5(1) Clerics are encouraged to leave their parishes during their sabbatical leave. There is a range of activities that can be pursued during a sabbatical leave, including:
- a) Taking courses;
 - b) Participating in specialized programs;
 - c) Visiting sites or situations of particular spiritual significance;
 - d) Developing a personal program of study or research;
 - e) Taking part in activities in a community or retreat setting.
- 5(2) The content of these courses, programs, studies or activities shall fulfil some or all of the following goals:

- a) Inspiration and Spiritual Direction;
- a) Education, Ministry and Pastoral Care;
- b) Rest and Renewal.

6 Potential Sources of Funding

6(1) Potential sources of funding for Sabbatical Leave include:

- a) Any accumulated amount in the Cleric's General Synod Continuing Education Fund;
- b) Additional funding for sabbaticals available from the General Synod Continuing Education Fund;
- c) The Diocesan Jubilee Fund for Education of Clergy;
- d) The Archbishop Harold Nutter Fund for Clergy Education; and
- e) A contribution from the incumbent's Parish Corporation.

7 Parish Corporation Responsibilities

7(1) During its Cleric's sabbatical leave, the Parish Corporation is responsible for all normal ongoing clergy costs (stipend and benefits) and the costs associated with pastoral oversight during such leave, and for ensuring that worship, pastoral care and administration remain uninterrupted.

8 Procedure

8(1) A Cleric wishing to take a sabbatical leave, who meets the criteria for eligibility as described above, shall submit a written application to the Bishop:

- a) Describing in detail his or her proposed activities and their location(s), taking into account "Content of Sabbatical Leave" in paragraphs 7-8 Part 3 s. 5 above;
- b) Stating the proposed time period of the sabbatical leave:
 - Outlining the estimated cost of the leave and the proposed sources of funding;
 - Containing the signature of consent of the Parish Wardens or, the case of the Cathedral, the lay chair of the Bishop and Chapter.

8(2) The Bishop, following consultation with the applicant's Parish Corporation, shall advise the Cleric and the Church Wardens of his or her decision to approve or deny the application, or of her or his recommendations for the Cleric to make changes to the application, within 30 days of receipt.

9 Report at Conclusion of Sabbatical

9(1) A Cleric returning from sabbatical leave shall, within forty-five (45) days after the conclusion of the leave, submit to the Bishop with a copy to the Parish Corporation (or the Cathedral Chapter), a report detailing the final Sabbatical itinerary and the benefits and learning experiences obtained from the sabbatical leave.

Adopted
17 September 2008
Revised
23 November 2010
27 July 2011

[Schedule A Continuing Education Plan](#)

(Canon XII of the General Synod of The Anglican Church of Canada)

http://images.anglican.ca/pdf/handbook/212_canon_XII.pdf

[Schedule B The General Synod 'Canon XII and Regulations for the Operation of the Continuing Education Plan'](#)

<http://www.anglicanpension.ca/wp-content/uploads/Canon-XII-Regulations3.pdf>

[Schedule C The General Synod Pension Office 'Guidelines on Special Grants and Sabbatical Grants'](#)

[Schedule D The General Synod 'Policy Re: Benefits for Employees on Short Term Contracts'](#)