## Continuing Education Policy

**Provision for continuing education in the terms of call or other contracts shall include:**

1. A minimum of 14 days (to include 2 Sundays) per year, cumulative to 6 weeks
2. Minimum financial support of $1,000 per year for full-time contracts (to be reviewed annually by the Commission on Ministry) for continuing education cumulative up to three years of allowances. Part time contracts will be prorated as a percentage of full time.
3. Continuing education time not used at point of dissolution of a call will not be compensated.
4. 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.
5. 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.
6. 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.

 **Teaching Elders Involved in Presbytery Sponsored Work Projects and Camps**

1. The participation of Teaching Elders in international and national work/mission projects/trips shall normally be considered church service not requiring use of continuing education leave or vacation time.
2. Continuing Education Funds may be used when deemed appropriate.
3. When clergy, Commissioned Ruling Elders, youth directors, and Certified Educators serve as 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.