

# Washington Conference of Seventh-day Adventist Continuing Education Policy

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## PURPOSE

The Washington Conference of Seventh-day Adventists believes strongly in the professional growth of its pastors, directors and officers. Our current society is one of rapid change. The demands of ministry are understandably changing rapidly in this culture. Pastors must stay on the cutting edge of ministry continuing to grow both spiritually and in ministry skills. Continuing education throughout our lifetime is no longer an option, but a necessity. We demand excellence from those who deal with our physical bodies. How much more should we expect excellence from those who deal with our souls!

## VISION

**Staying on the cutting edge of ministry in the 21<sup>st</sup> century.**

## OVERVIEW OF PROGRAM

The Washington Conference offers both **corporate** and **personal** continuing education programs. The minimum number of continuing education hours required is forty (30 hours corporate and 10 hours personal) and the maximum hours required is seventy (30 hours corporate and 40 hours personal). The personal program offers two tracks and up to \$750 per year in financial assistance.

An outstanding **Sabbatical** program is offered to Washington Conference pastors. To qualify, a pastor must acquire 70 hours of continuing education per year (minimum of 30 hours corporate and 40 hours personal) for seven years. These years do not have to be consecutive. Please refer to the Sabbatical policy for any other qualifiers.

## CORPORATE CONTINUING EDUCATION PROGRAM

The corporate continuing education program is offered to every pastor through two annual minister's meetings at Sunset Lake, pastoral spiritual retreat, regional pastors' meetings, and special conference sponsored training events. These continuing education opportunities are planned and sponsored by the Washington Conference. A committee consisting of five pastors, the ministerial director and the vice president of administration plan the ministers' meetings at Sunset Lake.

The corporate continuing education program averages **30 hours** per year. Some meetings are optional and some are required. The optional meetings may be used for personal continuing education hours.

Since most of the corporate meetings will count toward our Sabbatical program, attendance will need to be recorded. At each meeting you will be asked to sign a form stating that you were there. These will be kept on file for Sabbatical eligibility purposes only.

## PERSONAL CONTINUING EDUCATION PROGRAM

This program is designed to allow each pastor the flexibility to create his/her own continuing education package.

**Two Tracks:** Washington Conference requires every pastor to be involved in continuing education. We offer two tracks for a personal continuing education program. **Track one** requires a minimum of 10 hours per year of continuing education and offers up to \$200 in financial assistance. **Track two** requires a minimum of 40 hours of continuing education per year and offers up to \$750 in financial assistance.

**Where to Acquire Hours:** You may choose from books, videotapes, seminars, conferences, satellite conferences, audiotapes, internet classes, degree programs, etc. We do limit the amount of hours you may read or watch videos alone. There is much greater value gathering together in groups to discuss and share ideas.

Track 1 – 10 hrs. (1 CEU)    Book limit—2 hrs;    Video/audio limit—2 hrs.  
Track 2 – 40 hrs. (4 CEU)    Book limit—10 hrs;    Video/audio limit—6 hrs.  
(Remaining hours from seminars, conferences, satellite conferences,  
Internet classes, degree programs, etc.)

**Areas of Study:** We recommend a well-rounded program of pastoral ministry training that could include growth in spirituality, leadership development, preaching, church planting, evangelism, worship, empowering lay ministry, theology, stewardship, etc. One may elect emphasis in an area of strength or weakness or an area that is of particular interest to them.

**Pastor’s Continuing Education Request Form:** Once you decide what areas you would like to concentrate on, research which books, tapes, articles, satellite programs, seminars, conferences, degree programs, etc. are available for your use. Then make a request to the Ministerial Director on the “Personal Continuing Education Request Form” for financial assistance. The Ministerial Director will review your request and make recommendations based on information gleaned from other pastors.

Once approved by the Ministerial Director, a copy of the form is sent to treasury. When you have a need for funds, make the request directly to treasury. You may request funds when you need them, either before your study to pay for expenses or after to reimburse for expenses. Receipts are required to verify expenses and are needed for our audits.

**Pastor’s Continuing Education Learning Report Form:** The purpose of the “learning form” is to discover what worked well for you and what did not. This information is valuable for other pastors who are building their study programs. It also records how many actual hours of continuing education were taken. These hours are filed to keep track of eligibility for Sabbatical. Once the pastor and ministerial director sign off this form, the year is completed.

**Who is not eligible:** The continuing education funds of \$750 per year are not available for those in an approved, funded degree program or while in seminary.



# Pastor's Continuing Education Report Form

## Washington Conference

Report for year \_\_\_\_\_

- ❖ My corporate continuing education program – including participation at all conference meetings, pastors' retreats and regional meetings, which will average 30 hours (3 CEUs).
- ❖ My personal program for the current year is listed below.

Please list CEUs you have taken this year and return this form to the Ministerial Department. Additional forms are available upon request for recording CEUs taken later this year.

Description of CEU taken	Date	Total Contact Hours	Rate the Value 1-5 1 high value/5 no value	Why or Why Not

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Pastor's Name \_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_

Ministerial Director \_\_\_\_\_

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