

## 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'](#);
  - b) The 'Regulations for the Operation of the Continuing Education Plan' which accompany [Canon XII](#);
  - c) The Continuing Education Plan of the Anglican Church of Canada '[Administration Guidelines](#)';
- 1(2) A cleric may obtain direction and guidance from this Regulation and from the General Synod Pension Office Continuing Education Plan.
- 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 Pension Office Corporation of the Anglican Church of Canada and the Diocesan Synod Office administer the Continuing Education Plan (CEP). See Regulation 7-1 for contacts.

### PART 2: ON-GOING PROFESSIONAL DEVELOPMENT

- 3 All active clergy are encouraged to avail themselves of opportunities for professional and vocational growth on a regular basis. The Synod Continuing Education program is designed to assist clergy to achieve this goal.

#### 4 Annual Leave for Continuing Education

- 4(1) Each full-time cleric shall be provided with two weeks of educational leave annually. Each permanent part-time cleric shall be provided with one week of educational leave annually.
- 4(2) An interim retired cleric working more than half-time shall be provided with two weeks of education leave annually, while an interim retired cleric working half-time or less shall be provided with one week annually.
- 4(3) Each cleric is responsible for finding programs that will accomplish the goals of clergy professional development.
- 4(4) A cleric shall consult with his or her employer when scheduling educational leave.
- 4(5) 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.

## 5 Funding to the Clergy for Continuing Education

- 5(1) Each full-time cleric is entitled to \$900 per year, to be cumulative without a maximum number of years of accumulation, from the CEP. The employer shall pay the annual assessment. This assessment is advanced by the Synod to the Pension Office and recovered from the employer through an employment assessment.
- 5(2) A permanent part-time cleric who is not eligible to enroll in the General Synod CEP, shall receive directly from the employer an equivalent pro-rated annual education allowance.
- 5(3) A non-stipendiary vocational deacon functioning with a current covenant is entitled to \$450 per year, to be cumulative without a maximum number of years of accumulation. This assessment will be managed by the Synod and recovered from the employer through an employment assessment.
- 5(4) Grants from the Continuing Education Plan may, with the bishop's approval, be drawn in accordance with [General Synod Canon XII](#).

## 6 Employer Responsibility

- 6(1) During a period of clergy continuing education leave, the employer is responsible for payment of regular stipend and all benefits. The employer is also responsible for the cost of supply clergy or laypersons required in the absence of an incumbent.

## 7 Diocesan Clergy Colleges and Other Training

- 7(1) In addition to educational leave, the Synod will support the continuing education of clergy in a variety of other ways, including conferences and training events within the Diocese, such as Clergy College.

# PART 3: SABBATICAL LEAVE

## 8 Synod Commitment to Sabbatical Leave

- 8(1) At greater intervals it is important for a member of the clergy 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 Synod encourages clergy 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 clergy.

## 9 Eligibility

- 9(1) In order to be eligible to apply for a sabbatical leave, clergy must normally meet the following requirements:

- a) Be active in parish or diocesan ministry for a minimum of seven years;
- b) Have at least five 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 years following the conclusion of the sabbatical leave.

## 10 Duration of Leave

10(1) A sabbatical leave shall be a period of at least one month to a maximum of three months.

## 11 Content of Sabbatical Leave

- 11(1) Clergy are encouraged to leave their parishes during a 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.
- 11(2) The content of these courses, programs, studies or activities shall fulfil some or all of the following goals:
- a) Inspiration and spiritual direction;
  - b) Education, ministry and pastoral care;
  - c) Rest and renewal.

## 12 Potential Sources of Funding

- 12(1) Potential sources of funding for sabbatical leave include:
- a) Any accumulated amount in the cleric's Continuing Education Fund;
  - b) Additional funding for sabbaticals available from the Continuing Education Fund;
  - c) The Diocesan [Jubilee Fund for Sabbaticals](#);
  - d) The [Archbishop Harold Nutter Fund for Clergy Education](#); and
  - e) A contribution from the incumbent's employer.

## 13 Employer Responsibilities

13(1) During its cleric's sabbatical leave, the employer is normally responsible for all regular 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.

## 14 Procedure

- 14(1) Clergy wishing to take a sabbatical leave, who meet 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 section 11 above;
  - b) stating the proposed time period of the sabbatical leave;
  - c) outlining the estimated cost of the leave and the proposed sources of funding; and,

- d) containing the signature of consent of the parish wardens or, in the case of the Cathedral, the lay chair of the Cathedral Chapter.
- 14(2) Following consultation with the applicant's employer, the Bishop shall, within 30 days of receipt, advise the cleric and the employer of his or her decision to approve or deny the application, or of any recommendations for the cleric to make changes to the application.
- 15 Report at Conclusion of Sabbatical
- 15(1) A cleric returning from sabbatical leave shall, within 45 days after the conclusion of the leave, submit to the bishop with a copy to the employer, a report detailing the final sabbatical itinerary and the benefits and learning experiences obtained from the sabbatical leave.

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