

## 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  
168 Church Street, Fredericton NB E3B 4C9  
Phone: (506) 459 1801  
Web Site: [nb.anglican.ca](http://nb.anglican.ca)

- 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](http://www.anglicanpension.ca)  
Email Address: [inquiry@anglicanpension.ca](mailto:inquiry@anglicanpension.ca)

## **PART 2: ON-GOING PROFESSIONAL DEVELOPMENT**

### **1 Diocesan Commitment to Professional Development**

- 1(1) All clergy 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 clergy 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 the Clergy for Continuing Education**

- 3(1) Each full-time Cleric is entitled to \$900 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 clergy 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 clergy 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 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 Diocese 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.

#### 2 Eligibility

- 2(1) In order to be eligible to apply for a sabbatical leave, clergy 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) 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.

- 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 Sabbaticals](#);
- 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) 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 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  
28 January 2013  
15 April 2016  
1 January 2019

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

**Regulation 7-8 Schedule C**  
Diocese of Fredericton  
**Guidelines on Special Grants and Sabbatical Grants**  
The General Synod Pension Office - Continuing Education Plan

The Special Grants are: disparity, retraining and salary source.

**Disparity**

To reduce the disparities of opportunity that arise in a Church as diverse as the Anglican Church of Canada (e.g. to assist with high travel costs for those members who live at great distance from Canadian education institutions). This grant is for an education course and not for education travel.

It is expected that

- members will use local education resources before considering resources at a distance
- members will have explored the possibility of local financial assistance
- members will have applied for their full credit in the C.E.P. before applying for a special grant
- the length of time of membership in the plan will be taken into consideration in establishing the amount of a special grant.

**Retraining**

The purpose of this fund is to provide modest assistance to members of C.E.P. who are experiencing career crisis, and who require retraining.

Grants are subject to:

- \$2,000.00 limit
- member must have 5 years' membership in the Plan
- funds to be used for education or training
- application must be made by the Bishop on behalf of the member

These grants are not available for:

- retirement planning
- resettlement

**Salary Source**

To enable diocese or participating organizations to mount educational events for employees who are members of the Plan (staff development days, clergy seminars, etc.)

Diocese should apply to the Administrator describing:

- nature of the program
- the approximate cost

- diocesan share of the cost
- benefits to be expected from the program, for the employer

### **Sabbatical Grant**

A grant of up to \$3,000.00 (\*) may be provided to a member for a period of full time study of not less than 8 weeks after 5 years' membership. (For a D. Min Program, the 8 weeks need not be consecutive). Application should be made to the Administrator giving:

- goals of the study
- procedure for supervision
- form of evaluation of the work
- the relationship of the sabbatical to future employment in the Church
- budget

It is expected that the employee will return to his/her job after his/her sabbatical, for a minimum of 6 months.

(\*) The amount of a sabbatical grant prior to 1999 was \$2,000.00.

July 2005

**Regulation 7-8 Schedule D**  
Diocese of Fredericton  
**Benefits for Employees on Short Term Contracts**

We wish to differentiate contract staff depending on the anticipated duration of an assigned project, relative to the benefit plan eligibility of such staff. We wish to balance our need to be financially prudent in our benefit plan expenses and our need to provide appropriate benefits to those who work for us.

With this in mind, the eligibility for benefit plan participation is outlined below:

	DURATION OF CONTRACT	
	Less than 12 months	12 months or more
Pension Plan	No	Yes
Health & Dental Benefits	No	Yes *
Short & Long Term Disability Benefits	No	No
Life Insurance	No	Yes *

\* must meet Manulife's requirement of working 20 hours per week

Adopted  
17 September 2008